ANNOUNCEMENT

GRADUATE ASSISTANTSHIP
DEPARTMENT OF BICULTURAL-BILINGUAL STUDIES and ESL SERVICES
THE UNIVERSITY OF TEXAS AT SAN ANTONIO

Description of Responsibilities
A graduate student is being sought to hold an assistantship with the Department of Bicultural-Bilingual Studies. Responsibilities of the assistantship will include assisting the Director of the ESL Services Office in duties as assigned, to include: (a) helping in the assessment process for English for International Students (EIS) courses; (b) processing responses to inquiries from prospective students; (c) coordinating with the International Student Advisor and admissions personnel on matters related to the EIS program; (d) other responsibilities and duties as assigned. The graduate assistantship will be for 19 hours per week beginning the first week of January, Spring 2012. Must be available for 2 weeks of training in December.

Qualifications
Candidates must have completed a bachelor’s degree and been admitted for graduate work in the Department of Bicultural-Bilingual Studies. Candidates must maintain enrollment in at least six hours of graduate course during the full period of the assistantship. Candidates must have a minimum GPA of 3.0 in graduate work, or if entering the program, a 3.0 GPA in the last 60 hours of undergraduate work. Successful experience in working with students in a helping relationship is desirable; some experience in use of computers is preferred. Preference will be given to students who plan on graduating in Fall 2012 or later.

Salary
Candidates may be paid $4,000 - $4,500 per semester (depending on qualifications), based on a 19-hour work week.

Applications
Candidates should submit a letter of application indicating background and experience, a resume, and a list of 3 references (with full contact information), to the following address:

Dr. Robert D. Milk, Chair
Bicultural-Bilingual Studies
The University of Texas at San Antonio
1 UTSA Circle
San Antonio, Texas 78249-0653

After an initial screening, candidates may be invited for an interview. Review of applications will begin on December 2, 2011 and continue until the position is filled.

For further information, contact Margarita Gomez at 458-5570 or Dr. Francis Hult at Francis.hult@utsa.edu

UTSA is an affirmative action, equal employment opportunity employer. Women and minorities are encouraged to apply.