

Graduate Assistantships
School of Architecture + Design

On-campus Position Descriptions for Academic Year 2018-2019

COURSE ASSISTANTS (GTA positions) -- Responsible for assisting with the preparation of course handouts, homework exercises, projects and examinations. Course assistants will be required to complete graduate teaching assistant training offered by the University Graduate School in the week preceding the start of the fall semester.

Building Assemblies Assistant: Supervisor: Jim Bassett

Building Materials Assistant: Supervisors: Paola Zellner, Aki Ishida

Art of Building Assistant: Supervisor: Patrick Doan

Building Cities Assistant: Supervisor: Sharóne Tomer

Design Appreciation: Supervisor: Greg Tew

Introduction to Architecture: Supervisor: Shelley Martin

Ideas, Concepts & Representations of Architecture: Supervisor: Joseph Bedford

Structures Assistants: Supervisors: Mario Cortes, Mehdi Setareh

Histories of Architecture Assistants: Supervisor: Joseph Bedford

Environmental Building Systems Assistants: Supervisors: Jim Jones, Michael Ermann, Elizabeth Grant

GENERAL ASSISTANTS (GTA and GA positions) -- All students in GTA positions will be required to complete graduate teaching assistant training offered by the University Graduate School in the week preceding the start of the fall semester.

Shop Assistants: responsible for providing tutorial assistance to students in the wood shop during evening & weekend hours or for operation of the LASERCAMM; shop GTA's supervise shop safety and advise students on proper tool selection and use for their projects. Shop assistants must report for safety training two weeks prior to the beginning of the fall semester and may be required to complete graduate teaching assistant training offered by the University Graduate School in the week preceding the start of the semester. Supervisor: Mark Leach

Graphics Laboratory Assistant: responsible for preparation of lab materials for Media and the Environment Workshop, supervision and safety advising for printing operations, providing tutorial assistance for student exercises, assisting with faculty printing operations, and documentation of class outcomes. Graphics GTA may be required to complete graduate teaching assistant training offered by the University Graduate School in the week preceding the start of the fall semester. Supervisor: Rengin Holt

School Director: responsible for assisting with departmental administrative support, assisting with organization of program lectures and logistics for visiting lecturers, and general support of academic and administrative activities. Supervisor: Hunter Pittman

Program Chair/Assist. Director Assistants: responsible for documenting student work through various means, including large format photography, production, preparation, and mounting of exhibitions of student work, assisting with development of educational materials for program use, assisting with organization of program lectures and logistics for visiting lecturers, and general support of both academic and administrative activities. Photographic skills and graphic design abilities are required. Supervisors: Akshay Sharma (Industrial Design Prog.), Lisa Tucker (Interior Design Prog.), Jim Bassett (Foundation Prog.), Mario Cortes (Core Professional Prog.), Heiner Schnoedt (Advanced Professional Prog./5th-year Thesis), David Dugas (Graduate Prog.), Hilary Bryon (Assistant Director for Special Projects)

Graduate Administrative Support Assistant: responsible for assisting the Graduate Program Coordinator with administrative tasks including filing, data entry, photocopying, logging of applications and portfolios, and maintenance of graduate student database. Familiarity with Mac-based databases and abilities to maintain privacy of administrative data and to independently follow-through on tasks are required. Supervisor: Wendy Vaughn

Library Assistants: responsible for various tasks as assigned by the Art & Architecture Librarian, including slide curatorial duties, reference assistance and advising of patrons, restoration of books, general patron services, re-shelving of circulated items, etc., spending their assigned hours in the library. Library Assistants should report for training and work activities approx. one week prior to the beginning of semester

classes and may be required to complete graduate teaching assistant training offered by the Univ. Graduate School in the week preceding the start of the fall semester. Supervisor: TBD

International Archive of Women in Architecture (IAWA) Assistant: responsible for documentation and administrative work in support of the IAWA and for assistance with preparation of the IAWA newsletter. Supervisors: Kay Edge/Donna Dunay

Darkroom and Photographic Equipment Assistants: responsible for providing tutorial assistance to students for photography work, scheduling darkrooms, maintaining darkroom equipment, tracking disposal of photographic chemicals, and conducting inventory of darkroom equipment, supplies, and repair status each year during the week prior to the start of classes; also responsible for the scheduling, checkout, recovery, and maintenance of photographic and video equipment, maintaining weekly office hours, and conducting the annual maintenance status & inventory of equipment and supplies in the week prior to the start of classes. Darkroom/Photography GTA's may be required to complete graduate teaching assistant training offered by the University Graduate School in the week preceding the start of the fall semester. Supervisors: Kay Edge/Hilary Bryon

Ceramics Laboratory Assistant: responsible for providing tutorial assistance to students in the ceramics lab, preparation of lab materials for the Materials Processes Workshop, supervision and safety advising for the kilns during firing and cool-down operations, and assisting with the documentation of class outcomes. Ceramics GTA may be required to complete graduate teaching assistant training offered by the Univ. Graduate School in the week preceding the start of the fall semester. Supervisor: Martha Sullivan

Computer Laboratory Assistants: responsible for providing tutorial assistance to students in the computer laboratories and maintaining software and hardware configurations. Assistants will schedule times to advise students on software application use and network utilization. The Computer Laboratory Assistants conduct an annual inventory and maintenance status check of hardware and inventory of licenses for software installed on laboratory and faculty machines in the week prior to the start of classes. Computer lab GTA's may be required to complete graduate teaching assistant training offered by the Univ. Graduate School in the week preceding the start of the fall semester. Supervisor: Bram Lewis

Computer Input/Output Assistants: responsible for maintaining large format printers, plotters, and scanners, demonstrating their use to students, and collecting fees for consumables (paper, ink, etc.). Assistants will schedule times to be in the labs to advise students on scanning, printing, and plotting. Advanced computing skills and troubleshooting ability required. The Computer Input/Output Assistants conduct an annual inventory and maintenance status check of equipment in the week prior to the start of classes. Computer Input/Output assistants may be required to complete graduate teaching assistant training offered by the Univ. Graduate School in the week preceding the start of the fall semester. Supervisor: Bram Lewis

Rapid Prototyping/Materials Lab Assistant: responsible for staffing the Materials Lab and for operation of the Rapid Prototyping machine and for collection of charges from students for materials and for the operating cost of the equipment. The Materials Lab assistant will also be responsible for providing tutorial assistance to architecture and design students in preparation for prototyping work and may be required to complete graduate teaching assistant training as offered by the Graduate School in the week preceding the start of the fall semester. General skills in the use of computers are required. Supervisor: Bram Lewis

Research + Demonstration Facility Assistant: responsible for managing data collection for research projects, maintenance of computer and shop equipment and supplies, monitoring portable tools and equipment, and general building security at the College of Architecture and Urban Studies Research + Demonstration Facility on Plantation Road (approx. 1 mi. west of Cowgill Hall). Supervisor: Robert Schubert

General Faculty Assistants: responsible for research and preparation of laboratory & lecture materials, supporting work for special projects, obtaining and setting up of AV equipment, exhibitions, assisting with evaluation, tabulation and documentation of class outcomes as directed by the faculty supervisor, and/or performance of some laboratory setup work in the week prior to the start of the semester. Faculty Assistantship positions may also involve a limited teaching role in working with undergraduate students in the design laboratories. Faculty assistants are supervised by individual faculty who are not otherwise served by assistantship positions designated for specific courses, workshops, etc., and are assigned based on the recommendation of the faculty member(s). Some assistantship positions will be shared between two faculty members. Some faculty assistants may be required to complete graduate teaching assistant training as offered by the Graduate School in the week preceding the start of the fall semester. Supervisors: Faculty within the School of Architecture + Design

Updated: 5/21/18