DEPARTMENT OF SPECIAL EDUCATION AND CLINICAL SCIENCES

Graduate Student Employment Opportunities

GTF POSITIONS

The Department of Special Education and Clinical Sciences (SPECS) awards graduate teaching fellowships (GTF) to applicants who exhibit substantial capabilities in the areas where assistance to faculty instructors or programs is required. GTF appointments include a full tuition waiver, salary commensurate with the number of hours appointed, and some benefits. From time-to-time, emergency and other appointments become available throughout the year. When this occurs, new positions are posted to the College of Education GTF website and announced by email to the department/major listserv and to other COE academic departments for distribution to students.

ELIGIBILITY REQUIREMENTS

Graduate students admitted to a degree-granting program at the University of Oregon with specific experience or the credentials necessary to perform the work assignment are eligible. Applicants must demonstrate satisfactory progress toward a graduate degree and be enrolled for a minimum of 9 credits each term of their appointment. Other factors to be considered when reviewing and ranking applicants include: content knowledge or skills related to the position criteria, previous experience, availability during scheduled work hours, past performance as documented in written GTF evaluations or recommendations from academic supervisors, previous teaching evaluations, demonstrated written, oral and interpersonal communication skills, and quality of an applicant’s application materials. Refer to the pooled position postings for additional requirements specific to each pool. The department holds the right to reserve some GTF appointments for the purpose of recruiting graduate students who bring exceptional capabilities or perspectives to the program. Some GTF appointments may not be possible for graduate students whose required coursework conflicts with GTF work hours or location.

Note: Preference will be given to qualified College of Education doctoral students in the Department of Special Education and Clinical Sciences.

APPOINTMENT SELECTION PROCESS

The Department of Special Education and Clinical Sciences (SPECS) Education GTF Appointment Committee makes recommendations for appointment and reappointment of GTF positions. The committee is comprised of a minimum of two members reflecting the content specialization of the position and may include one member with a business/management perspective in the department. These three members may include the Department Head; Undergraduate, Masters, and Doctoral Program Directors; Instructor of Record, and the department business manager. Each applicant will be notified of the selection committee’s hiring selection(s) decisions within five working days after final hiring decisions are made.
POSITIONS

Currently, SPECS has applicant pools open in 3 major programs (Communication Disorders and Sciences, School Psychology, Special Education) for Teaching Assistants and Supervisors. Further information, including specific criteria, course options, and duties are found via the links below.

Teaching Assistants: Highly qualified GTFs occasionally serve as the instructor of record for undergraduate courses. GTFs also assist faculty instructors with course preparation, communications and may contribute lectures or other course presentations. Instructors are required to hold weekly office hours.

Supervisors: GTFs hired as supervisors will be supervising masters and undergraduate students in a) clinical practica (Communication Disorders and Sciences, School Psychology) or b) in one of 3 Special Education educator licensure programs (Early Intervention, EC/Elementary, Middle Secondary), or c) field settings (Communication Disorders and Sciences, School Psychology). Position involves travel to local school districts and agencies.

Administrative: Occasionally, the department or major program may hire an administrative GTF based on funding, workload needs and/or special projects.

APPLICATION INSTRUCTIONS

Submit items 1 through 4 below to Student Academic Services via campus mail or in-person to 130 HEDCO Education Building, or via U.S. mail to Student Academic Services, 1215 University of Oregon, Eugene, OR 97403-1215. No electronic submissions will be accepted.

Applications will be accepted beginning February 20, 2012 and review begins March 3, 2012.

The following items are required:

1. Special Education and Clinical Sciences Department application with all sections completed.
2. A 50-100 word typed statement describing your qualifications for each type of GTF position to which you are applying. Describe specific skills and experiences that are directly related to the required and preferred qualifications listed.
3. Resume or vita.
4. Names and telephone numbers of three references.