



Graduate Assistant

For a student in the MSU Master of Arts in Foreign Language Teaching Program

nlrc.msu.edu | <https://maflt.cal.msu.edu/funding-opportunities>

The National Less Commonly Taught Languages Resource Center (National LCTL Resource Center, NLRC) is accepting applications for a 20 hour/week graduate assistant (GA) position during the 2023-24 academic year.

The NLRC is a Department of Education/Title VI-funded [national language resource center](#) housed in the [Center for Language Teaching Advancement](#) at Michigan State University. The mission of the NLRC is to support and develop LCTL education by 1) offering high-quality opportunities for [professional learning](#), 2) creating [open and innovative instructional resources](#), and 3) forging [strategic collaborations](#) at the inter-institutional level. Eleven projects in these three focus areas will contribute to LCTL teaching and learning.

Apply by March 31, 2023 – Officially begins August 16, 2023

New students to MSU should complete [MAFLT application](#) by March 31

Position Description 2023-24

Graduate Assistantships (GAs) are designed as opportunities for learning and engagement, and to contribute to the success of the center by assisting center personnel and project leaders. GAs are expected to show initiative, be proactive, and contribute to the success of the grant activities.

Core Skills

Content Knowledge and Skill

- Skill and experience in the learning and teaching of world languages, particularly less-commonly taught languages
- Evaluate and develop pedagogical language activities appropriate for varying proficiency levels

Communication Skills

- Communicate genially and professionally via email, Teams, and in synchronous (online, in-person, hybrid) meetings
- Willingness to work collaboratively and to communicate progress in a timely fashion
- Organize and relay information in concise, simple language (e.g., in creation of newsletters, emails, etc.)
- Write plainly/succinctly and edit others' writing for websites, newsletters, emails, social media posts, forms, etc.

- Ask questions when something is not clear or when you need help (e.g., if you feel you need more background information to understand/complete a task)

Technology Skills and Teachability

- Consistent and detailed inputting of data using applications like Excel, Microsoft Word, Asana, etc.
- Search effectively and thoroughly for resources to aid in projects and research efforts and compile them for team members (e.g., creating annotated bibliographies, assembling resources, etc.)
- Demonstrate adaptability (e.g., be willing to try new things, conduct light research to figure out a potential tool, etc.)
- General electronic navigation and troubleshooting ability (i.e., being well-versed in concepts like bookmarking frequently used websites, knowing what things to try in the event of technical difficulty in common platforms, etc.)

Project Management for Self and Others

- Communicate with team to identify, rank, and monitor priorities
- Ability to identify tasks, clarify expectations for completion, and delegate tasks to self or others as appropriate
- Use appropriate tools and strategies to manage your time and coordinate with multiple stakeholders

Time Commitment

GA positions involve a 6-credit load of coursework (in the MAFLT Program) and 20 hours per week of work for the NLRC. The 50% appointment (20 hours/week) begins August 16, 2023 and goes through May 15, 2024. Depending on the successful candidate's availability and interest, work can begin in Summer 2023 with hourly pay of up to 10 hours/week. The GA would not be required to be enrolled in FLT courses during the summer.

The GA will work the majority of these hours independently, but is expected to meet weekly and communicate regularly with the Associate Executive Director and appropriate NLRC project leaders. The GA will also fill out a log of activities and hours worked.

Pay/Benefits

- Tuition will be covered for up to 15 credit hours during the MSU academic year (fall + spring).
- Pay based on university guidelines for GA roles and stipends ([details here](#)) – current minimum of \$938 biweekly for a Level 1 – ½ time (20 hours/week) GA
- Health benefits provided by the university

Qualifications/Eligibility

- All applicants must be eligible to work in the USA

- Residency in East Lansing is not required
- Must be accepted to or currently enrolled in MAFLT Program (<https://maflt.cal.msu.edu/>)
 - Must take at least 6 credits (2 courses) each semester.
 - Must be in good standing during each semester to retain the position
- Advanced proficiency in English in academic and professional contexts; competency in a less commonly taught language highly preferred

Areas of Responsibility:

The unique thing about positions in centers like the NLRC is that the day-to-day tasks will differ as the academic year progresses and as projects' needs evolve. Although the exact nature of week-to-week tasks will develop, some of the core areas of responsibility for this position include:

- Assist with NLRC projects, which will include a variety of tasks such as data management, communication with stakeholders, gathering resources, analyzing data, etc.
 - The GA will have some hours devoted to specific projects each week, including ViVID (5 hours), LoLA (2-3 hours), and LCTL DOORs (2-3 hours). This will include meeting with the project leaders for those projects.
- Collect and collate information related to the NLRC activities for reporting purposes, help draft annual report.
- Grant Online Presence - In coordination with other grant personnel, curate a steady online presence, highlighting progress, activities, etc. Help maintain the project website (WordPress) and create and distribute regular center updates through mailing list and social media
- Contribute to research projects, publications, conference proposals, and presentations being created by the NLRC personnel and project leaders. Help create and review Institutional Review Board (IRB) proposals, as appropriate.

Rare evening or weekend events might be required, attendance at academic conferences may also be possible, depending on available funding; any such variation from the "normal" schedule would be communicated well ahead of time and mutually agreed upon.