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SCHOOL OF
**ARCHITECTURE,
PLANNING & PRESERVATION**

ARCHITECTURE PROGRAM

3835 Campus Drive,
College Park, Maryland 20742
Tel: 301-405-4592
www.arch.umd.edu/arch

Graduate Teaching Assistant + Graduate Assistant Position Descriptions

The Architecture Program invites applications from qualified continuing and newly admitted graduate students for a limited number of teaching, administrative, and research positions. The Director of the Architecture Program, in consultation with faculty members and appropriate staff will make the final determination of TA and GA assignments. TA and GA positions are awarded based on the basis of academic and professional qualifications. The positions listed below constitute the range of assignments typically offered within the School of Architecture, Planning, and Preservation. Because of limited resources, these positions are typically reserved for Master of Architecture students only. All positions are subject to availability and funding.

Financial Information

Graduate assistantships carry a stipend per semester for 10 hours / week service, five credit hours of tuition remission per semester, qualification for in-state tuition rates, and eligibility for participation in the University of Maryland health benefits system.

How to Apply

To apply for any of the above positions you must complete an application by the posted deadlines.

All applicants to the M ARCH degrees are automatically considered for a TA or GA position at the time of application review. Following determination of application status, individuals admitted to the Architecture Program may be requested to complete the Graduate Assistantship Application Form. All TA and GA applicants must be in good academic standing and enrolled in no less than 9 credit hours per semester.

Teaching Assistant (TA) Positions

ARCH 170 Design Thinking and Architecture

Supervision: ARCH 170 Faculty

Duties: Teach two discussion sections in ARCH 170 including explaining, reviewing, and grading assignments; attend lectures; proctor and grade exams; attend weekly staff meetings.

Time Commitment: 10 hours per week

Qualifications: Good communication skills, thorough command of subject matter, patience, organization, and reliability.

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 171 Design Thinking and Making in Architecture

Supervision: ARCH 171 Faculty Member

Duties: Assist in teaching ARCH 171 including grading, attending lectures, etc.

Time Commitment: 10 hours per week

Qualifications: Graduate student with excellent drawing, design thinking, communication, and leadership skills. Basic knowledge of various computer software, in particular the Adobe Suite (Photoshop, Illustrator and In-Design) and Rhino are also required. Candidates shall be experienced in digital fabrication (laser cutters and maker bots).

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 200 Design Media I

Supervision: ARCH 200 Faculty Member

Duties: Teach full section of students for ARCH 200 including grading, attending lectures, etc.

Time Commitment: 10 hours per week

Qualifications: Graduate student with excellent drawing, communication, compositional, and leadership skills. Basic knowledge of various computer software, in particular the Adobe Suite (Photoshop, Illustrator and In-Design) and Rhino are also required.

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 201 Elements and Principles of Architecture

Supervision: ARCH 201 Faculty Member

Duties: Assist faculty member with conduct and administration of this large format course. Assist in development and evaluation of assignments, quizzes, and examinations. Assist the faculty member in grading and other administrative matters in the course. Work with students to provide tutorials and study guides.

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Time Commitment: 10 hours per week (attendance at ARCH 201 class is mandatory)

Qualifications: Intermediate to advanced understanding of design process, history and theory of architecture, and technical parameters.

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 225 History of Architecture I

Supervision: ARCH 225 Faculty Member

Duties: Helping set up for lectures, scanning images, photocopying assignments, and grading exams.

Time Commitment: 10 hours per week

Qualifications: Student must be responsible and reliable and have a preferred background in or knowledge of architectural history.

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 226 History of Architecture II

Supervision: ARCH 226 Faculty Member

Duties: Helping set up for lectures, scanning images, photocopying assignments, and grading exams.

Time Commitment: 10 hours per week

Qualifications: Student must be responsible and reliable and have a preferred background in or knowledge of architectural history.

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 270 Design in Practice

Supervision: ARCH 270 Faculty Member

Duties: Lead one section (two 75 minute meetings per week) of a General Education course that introduces undergraduates to design thinking, learn from on-line course materials, give occasional mini-lectures, teach software (Sketch-Up, PhotoShop, and InDesign), conduct team desk crits and pin-ups and reviews, grade assignments and exams, utilize CANVAS, meet weekly with team of TAs and instructor, coordinate material and standards across sections, collaborate to create course exhibit and/or book and/or website, other miscellaneous duties that may arise during the course.

Time Commitment: 10 hours per week

Qualifications: Graduate student with enthusiasm for teaching, interest in design thinking and innovation and entrepreneurship, willingness to learn, good communication skills, good teamwork skills, good organizational skills, good time management skills, ability to use and teach software (primarily Sketch-Up, Adobe PhotoShop and InDesign, PowerPoint, CANVAS), availability during course meeting times.

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

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ARCH 272 Sustainability at College Park

Supervision: ARCH 289i Faculty Member

Duties: 1. Attend lectures; 2. Lead group of 20 in: small sessions; socialization; paper development 3. Participate in the life of the course.

Time Commitment: 10 hours/week

Qualifications: LEED GA preferred, not mandatory

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 300 Design Media II

Supervision: ARCH 300 Faculty Member

Duties: Teach full section of students for ARCH 300 including grading, attending lectures, etc.

Time Commitment: 10 hours per week

Qualifications: Graduate student with excellent drawing, communication, compositional, and leadership skills. Basic knowledge of various computer software, in particular the Adobe Suite (Photoshop, Illustrator and In-Design) and Rhino are also required.

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 400 Undergraduate Studio

Supervision: ARCH 400 Faculty Member

Duties: Serving as studio critic for a section of undergraduate students; responding to student questions from lectures, desk critiques, pin-ups and reviews; building analytical, design, drawing, and model-making skills; and participating in the grading process.

Time Commitment: 10 hours per week total, which includes some combination of class time, meeting with faculty instructor, grading, and class prep.

Qualifications: Advanced graduate students (must have completed ARCH 601), with superior design, drawing, communication, and leadership skills.

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 430 Measuring Sustainability in Architecture

Supervision: ARCH 430 Faculty Member

Duties: Attend all classes; take leadership of small group, encouraging study groups

Time Commitment: 10 hours/week

Qualifications: LEED GA or AP

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH458 Introduction to Creative Placemaking

Supervision: Prof. Ronit Eisenbach, Director Creative Placemaking Collaborative and Minor

Duties: Help prepare and set up for classes, assist with research on Creative Placemaking to build this new course, organize, develop course materials and grading projects.

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Time Commitment: 10 hours/week

Qualifications: Student must be responsible and reliable and be interested in the field of Creative Placemaking.

Required: Available to work from the appointment start date. Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 460 Site Analysis and Design

Supervision: ARCH 460 Faculty Member

Duties: Assisting with class preparation, attendance at all classes, grading, leading reading discussions groups.

Time Commitment: 10 hours per week

Qualifications: Must have completed ARCH 460 and be familiar with contour manipulation, slope calculation, and other fundamentals of site analysis. Strong communications skills, ability to work toward deadlines, ability to work collaboratively and independently.

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 462 Methods and Materials of Building Construction

Supervision: ARCH 462 Faculty Member

Duties: Assisting with class preparation, attendance at all classes, grading, assistance in tutorials for class projects.

Time Commitment: 10 hours per week

Qualifications: Mastery of course subject matter (varies with each course), strong communications skills, ability to work toward deadlines, ability to work collaboratively and independently.

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 463 Sustainable Systems in Architecture

Supervision: ARCH 463 Faculty Member

Duties: Assisting with class preparation, attendance at all classes, grading, assistance in tutorials for class projects.

Time Commitment: 10 hours per week

Qualifications: Mastery of course subject matter (varies with each course), strong communications skills, ability to work toward deadlines, ability to work collaboratively and independently.

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 464 Structures I

Supervision: ARCH 464 Faculty Member

Duties: Attend the entire class. Assist in in-class room exercise, assist in exam proctoring; responsible for evaluation/ grading of student work; maintaining regular desk hours for

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additional student support; assist in generation of structural demonstration models; assist in lab and project sessions; some research for background information related to course development. Time Commitment: 10 hours per week (be available prior to and after regular class times every Tuesday and Thursday). Weekly meetings (approx. ½ hour per week) with faculty member for coordination purposes.

Qualifications: Advanced graduate students who have completed both Structures I (ARCH 465) and Technology II (ARCH 465) with above average to superior grade. Well-developed mathematic skills and solid knowledge of structural system desired. Superior communication and leadership skills to perform review and help sessions and evaluate student work.

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 465 Structures II

Supervision: ARCH 465 Faculty Member

Duties: Attend the entire class. Assist in in-class room exercise, assist in exam proctoring; responsible for evaluation/ grading of student work; maintaining regular desk hours for additional student support; assist in generation of structural demonstration models; assist in lab and project sessions; some research for background information related to course development. Time Commitment: 10 hours per week (be available prior to and after regular class times every Tuesday and Thursday). Weekly meetings (approx. ½ hour per week) with faculty member for coordination purposes.

Qualifications: Advanced graduate students who have completed both Structures I (ARCH 465) and Technology II (ARCH 465) with above average to superior grade. Well-developed mathematical skills and solid knowledge of structural system desired. Superior communication and leadership skills to perform review and help sessions and evaluate student work.

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 466 Environmental Systems in Architecture

Supervision: ARCH 466 Faculty Member

Duties: Assisting with class preparation, attendance at all classes, grading, assistance in tutorials for class projects.

Time Commitment: 10 hours per week

Qualifications: Mastery of course subject matter (varies with each course), strong communications skills, ability to work toward deadlines, ability to work collaboratively and independently.

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 470 Computer Applications in Architecture

Supervision: ARCH 470 Faculty Member

Duties: Serving as lab/administrative assistant, responding to student questions from lectures, demonstrations, and readings, provide office hours in the lab for students to seek assistance

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and trouble shooting in applied use of software programs, and participating in the grading process.

Time Commitment: 10 hours per week

Qualifications: Superior digital design and drawing abilities, good communication and leadership skills.

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 472 Building Information Modeling Communication and Collaboration

Supervision: ARCH 472 Faculty Member

Duties: Serving as lab/administrative assistant, responding to student questions from lectures, demonstrations, and readings, provide office hours in the lab for students to seek assistance and trouble shooting in applied use of software programs, and participating in the grading process.

Time Commitment: 10 hours per week

Qualifications: Superior digital design and drawing abilities, good communication and leadership skills.

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 600 Comprehensive Studio

Supervision: ARCH 600 Studio Faculty Member

Duties: Assist the coordinator and faculty in organizing workshops and the final review venues, space assignments and schedules to organize equitable student exposure to visiting consultants in various formats. Keep the archives of the course - documents from former years will be provided, reviewed and drawn on where appropriate. New documents will be archived. Be in attendance during workshops to keep things moving, meet and greet visitors and generally help keep the teaching effort going smoothly. Be available to the students to offer advice and give the instructors feedback on morale and potential problems. Assist coordinator and faculty in database of precedents and research into new case studies and in collection and collating of student assignments (digital and hard copies).

Time Commitment: 10 hours per week

Qualifications: The candidate will be an advanced graduate student who has completed ARCH600.

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Work

ARCH 635 Seminar in Modern Architecture

Supervision: ARCH 635 Faculty Member

Duties: Helping set up for lectures, scanning images, organizing ELMS, and grading exams.

Time Commitment: 10 hours per week

Qualifications: Student must be responsible and reliable and have a preferred background in or knowledge of architectural history.

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Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

ARCH 654 Urban Development and Design Theory

Supervision: ARCH 654 Faculty Member

Duties: Helping set up for lectures, scanning images, photocopying assignments, and grading exams.

Time Commitment: 10 hours per week

Qualifications: Student must be responsible and reliable and have a preferred background in or knowledge of architectural history.

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

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Teaching Assistant (TA) Positions (Summer)

***available to undergraduate and graduate students*

***applications for these assistantships is separate from the annual GA/TA application*

ARCH 150 Discovering Architecture

Supervision: ARCH 150 Faculty Member

Duties: Serving as studio critic for a section of high school students interested in exploring the discipline of architecture; expose the student to studio environment, promote visual thinking, teach conventions of architectural representation and model making. There will be reading discussions, group and desk crits/pin-ups, and reviews.

Time Commitment: 3 weeks during the summer, 9:30am-4:30pm M-F with meetings before/after each day.

Qualifications: Willingness to assist high school students; strong communication skills, good drawing abilities.

Required: A separate application is required for this position

Graduate Assistant (GA) Positions

Architecture Program Assistant

Supervision: Architecture Program Director

Duties: Assisting the Director with a variety of projects involving graphic design, communications, etc.

Time Commitment: 10 hours per week

Qualifications: Good verbal and graphic communication skills, interest in engaging all aspects of the program; candidate must have a solid background in design software, including Adobe InDesign, Illustrator and Photoshop.

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

NAAB Assistant

Supervision: Architecture Program Assistant Director of Graduate Architecture

Duties: development and maintenance of NAAB Archive, including course syllabi, course assignments, student work; contacting faculty for Archive Materials; develop summary report on other institutions' NAAB reports; organizing response

Time Commitment: 10 hours per week

Qualifications: Good organizational and time management skills; data management skills; verbal and graphic communication skills

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

Mentorship Program Assistant

Supervision: Architecture Program Assistant Director of Undergraduate Architecture

Duties: operations of the Mentorship Program, including managing spreadsheets, assisting with outreach efforts, joining key meetings, drafting communication materials, etc.

Time Commitment: 10 hours per week

Qualifications: Good organizational and time management skills; data management skills; verbal and graphic communication skills

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

Undergraduate Advising Assistant

Supervision: Director, Student Services

Duties: Serve as an advisor for all undergraduate students from across campus interested in the B.S. and B.A. Architecture degree programs. Assist students in choosing and registering for their courses. Inform students about the particulars of the Degree Placement Review Process through workshops. Assist the Review Process Committee in organizing student application files. Publish the advising newsletter weekly. Maintain the Advising section of the School website up-to-date.

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Time Commitment: 10 hours per week during the semester.

Qualifications: Willingness to assist undergraduate students; strong communication skills, both written and verbal; some basic knowledge of Microsoft Excel and data analysis

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

Architecture Library/Visual Resources Assistant

Supervision: Librarian, Architecture Library

Duties: Scanning images from books and periodicals to support courses taught in the Programs of the School, research and classification of those new images, data entry and uploading of images to online database (currently Shared Shelf); photography of School events, editing, uploading and classification of event photos, video of lectures, editing and uploading of videos to Youtube account; occasional research into backlog of digital images and slides to look for and catalog unique material.

Time Commitment: 10 hours per week, around class schedule.

Qualifications: Architecture and related disciplines preferred: Architecture, Historic Preservation, Real Estate Development and Urban Planning students are encouraged to apply. Applicant must pay attention to detail; understand and use Photoshop; understand architectural terminology; be self-directed; have good research skills.

Preferred: An interest in photography, and or videography; reading knowledge of a foreign language, strength in architectural history, historic preservation, or urban planning; have an understanding of FilemakerPro or another database.

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

Creative Placemaking GA

Supervision: Prof Ronit Eisenbach, Director Creative Placemaking Collaborative and Minor

Duties: Assist with planning, developing and promoting Creative Placemaking programs and community-based projects. Help build this new minor and collaborative.

Time Commitment: 10 hours per week

Qualifications: Student must be available at least 5 hours during business hours. Other hours are flexible. Responsible, well-organized and reliable. Strong writing, organization and communication skills. Ideally interested in this subject.

Required: Available to work from the appointment start date. Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

Fabrication Lab Assistant

Supervision: Fabrication Lab Supervisor

Duties: Participate in the upkeep and maintenance of the Workshop and its equipment. Training and monitoring graduate and undergraduate students in craft and safety, aid in the design, fabrication and installation of School facilities projects. Assist with small furniture moves either in offices or to facilitate School events in the gallery, the Great Space, etc.

Time Commitment: 10 hours per week. NOTE: students must be available to work in the Woodshop during studio hours (MWF 2:00-6:00), as well as other hours. Therefore this position

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is best suited for students that are taking 798/99 Architecture Thesis, as they will be not be in studio during these times.

Qualifications: Knowledge of tools and machinery, strong kinesthetic sense, interest in teaching, making objects, working hard, paying attention, collaborating and developing new skills.

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

Building Logistics Assistant

Supervision: Director of the Architecture Program/ Woodshop + FabLab Manager

Duties: Individuals in this capacity assist the Architecture Program and the School's administration to ensure the general orderly condition of the Architecture Building and to prepare for special events. BLGAs are supervised by the Director of the Architecture Program and/or a designee.

Qualifications: Must be capable of some lifting and moving of furnishings.

Time Commitment: 10 hours per week

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

Research Assistant

Supervision: Faculty Member

Duties: Individual faculty members working on externally funded research may have the opportunity to offer research assistantships to qualified students.

Time Commitment: Specified by faculty member

Qualifications: Specified by faculty member

Required: Participation in GA/TA workdays and attendance at CTE Graduate Teaching Assistant Workshop.

NOTE: Research Assistantships are available typically when faculty members have access to external funding. Applicants are advised to speak first with specific faculty members in order to ascertain if funding exists.