

Architecture Program - Teaching and Graduate Assistantships

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 and Master of Science in Architecture students only. All positions are subject to availability and funding.

Graduate assistantships carry a stipend (\$3,500-\$4,100) 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.

UNIV 100/ Student and the University/

Supervision: UNIV 100 Faculty

Duties: Teach sections of freshmen architecture students including grading, attending lectures, etc.

Time Commitment: 10 hours per week

Qualifications: Graduate student with prior teaching experience (ARCH 150, ARCH 170, ARCH 242, etc.); strong communication and leadership skills.

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

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

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 225/226/History of Architecture I/II T Assistant

Supervision: ARCH 225/226 Faculty

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 200 / ARCH 300 Drawing I Teaching Assistant

Supervision: ARCH 200/300 Faculty Member

Duties: Teach full section of students for ARCH 200/300 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.

Note: All GA and TA positions are subject to state funding. Some positions may not be available every semester. Some positions may be eliminated without notice.

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ARCH 270 Scholarship in Practice

Supervision: ARCH 270 Faculty

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.

ARCH 271 People, Planet, and Profit: Building Sustainable Places

Supervision: ARCH 271 Faculty

Duties: Attend all classes. Identify critical information from lectures and class discussions – assist in the drafting of exam questions. Assist the faculty member in the creation and grading of assignments. Help maintain course ELMS site including but not limited to editing modules, editing assignments and posting files. Monitor discussion forums. Assist in design and continuous improvement of class. Answer student emails. Assist students.

Time Commitment: 10 hours per week

Qualifications: Excellent communication skills and background (undergraduate degree or work experience) in course topics. Detail-oriented. Demonstrated ability and experience taking initiative. Preferred: prior work experience that demonstrates ability to meet deadlines.

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

ARCH 289i Sustainability at the University of Maryland

Supervision: ARCH 289i Faculty

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 400 Undergraduate Studio Teaching Assistant

[NOTE: Requires Additional Application]

Supervision: ARCH 400 Undergraduate Studio Faculty

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: 15 hours per week of class time (regular meeting times are Mondays, Wednesdays, and Fridays, 2:00pm to 6:00pm). Additional time is spent in meeting with the faculty member(s) in charge, grading, and preparing for class.

Qualifications: Advanced graduate students (must have completed ARCH 601), with superior design, drawing, communication, and leadership skills. *Requires an additional application and interview with faculty.*

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

ARCH 462 / 463 / 466 Methods and Materials of Building Construction / Sustainable Systems in Architecture / Environmental Systems in Architecture

Supervision: ARCH 462, 463, and 466 Faculty Members

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

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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 464/465 Structures I / II

Supervision: ARCH 465/465 Faculty

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 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 418M: Measuring Sustainability

Supervision: ARCH 418M Faculty

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.

ARCH 470 Introduction to Digital Media Teaching Assistant

Supervision: ARCH 470 Faculty Member(s)

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 Teaching Assistant

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 Workshop.

Assistant to the Director of the Architecture Program

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.

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Candidate must have a solid background in design software, including Adobe InDesign, Illustrator and Photoshop.

Required: Applicant is required to participate in GA/TA Workdays.

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.

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: Applicant is required to participate in GA/TA Workdays.

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: Applicant is required to participate in GA/TA Workdays.

Technology Solutions Center Staff

Supervision: Information Technology Director

Duties: The primary focus of this position is student support and training with the goal of providing quality, responsive, timely and effective end-user support to the School of Architecture, Planning and Preservation's faculty, staff and student community. This position requires a self-motivated individual who has knowledge in some of the following areas: Windows operating systems, MAC operating systems, Adobe suite, Microsoft Office suite, BIM, Autodesk products

Time Commitment: 10 Hours per week. Specific schedule of hours determined on a per semester basis, taking into account classes and other commitments. May require evening and weekend hours throughout the semester.

Qualifications: Architecture and related disciplines preferred: Architecture, Historic Preservation, Real Estate Development and Urban Planning students are encouraged to apply. Candidates must possess strong communication, interpersonal, and analytical skills. Candidates should also have good organizational skills as well as the ability to attend to details and work independently. The position requires that the incumbent work within a team environment and learn more about computer hardware, networking, and software applications. Knowledge in these some of these areas is preferred: Windows operating systems, MAC operating systems, Adobe suite, Microsoft Office suite, BIM, Autodesk products (AutoCAD, Revit), Google Sketchup, ArcGIS, Rhino, large format printing, laser cutting and 3D printing. Students in the Architecture, Planning, and Preservation programs will be given preference.

Required: Applicant is required to participate in GA/TA Workdays.

Fabrication Lab Assistant

Note: All GA and TA positions are subject to state funding. Some positions may not be available every semester. Some positions may be eliminated without notice.

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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

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

Required: Applicant is required to participate in GA/TA Workdays.

Gallery Assistant

Supervision: Gallery Chair

Duties: Design assistance, coordination, installation and removal of exhibitions. Overseeing gallery operations & events. Developing promotional material for gallery. Planning future exhibitions. Make necessary repairs to and cleaning displays throughout the building as necessary.

Time Commitment: 10 hours per week, average weekly hours vary with exhibition schedule demands.

Qualifications: Responsible, self - motivated, enthusiastic, time management, spatial and graphic design, comfort with tools, peer leadership.

Required: Applicant is required to participate in GA/TA Workdays.

Communications and Publications Assistant

Supervisor: Assistant Director, Communications and External Relations

Duties: Candidate will work on a variety of communications projects both internal and external, including preparing posters and other graphic materials for lectures, invitations for events, note cards and other projects as necessary. Will need to spend time working at the front desk to provide support for those attending evening classes (5:00 PM – 9:00 PM several days a week), and will need to be aware of school front desk policies/procedures and where to refer people.

Qualifications: Architecture and related disciplines preferred: Architecture, Historic Preservation, Real Estate Development and Urban Planning students are encouraged to apply. : Must have good graphic and verbal communication skills; a solid background in Adobe InDesign, Illustrator and Photoshop; and familiarity with databases. Must be self-directed, able to work independently, have good interpersonal skills and the ability to attend to details.

Time Commitment: 10 hours per week

Required: Applicant is required to participate in GA/TA Workdays.

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: Applicant is required to participate in GA/TA Workdays.

NB: 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.

HOW TO APPLY:

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

Applications can be found at <http://arch.umd.edu/arch/advising-arch>.

All applicants to the M ARCH and MS in 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.

Note: All GA and TA positions are subject to state funding. Some positions may not be available every semester. Some positions may be eliminated without notice.

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SUMMER ASSISTANTSHIPS AVAILABLE TO UNDERGRADUATE AND GRADUATE STUDENTS:

(Applications for these assistantships is separate from the annual GA/TA application)

ARCH 150 Discovering Architecture Teaching Assistant

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.

Note: All GA and TA positions are subject to state funding. Some positions may not be available every semester. Some positions may be eliminated without notice.