

# Associate Director for Graduate Student Professional Development

## UCLA Teaching and Learning Center

### Position Overview

Job# JPF09630

Payroll Title: Academic Administrator V

Annual Salary Range: \$103,422 - \$140,344

### Position Description

The UCLA Teaching and Learning Center (TLC) was established in August 2024 to support UCLA's educational mission to engage a university-wide community of scholars composed of educators and the diverse learners they serve in a collaborative process to discover and advance knowledge and practice across the disciplines both in and beyond the classroom. The TLC is a key driver of innovation and excellence in teaching across UCLA's broad academic landscape, a campus resource for programming in support of equity-minded and evidence-based teaching practices, and a champion of pedagogical research.

The TLC is recruiting an Associate Director for Graduate Student Professional Development, who reports to the Director of Graduate Student & Postdoctoral Scholar Engagement, to work collaboratively with TLC staff; university staff, graduate students, instructors including teaching assistants (TAs), administrative and academic partners across campus divisions and schools; and colleagues at other universities to create and maintain learning paths for advancing the development of graduate students as educators supporting UCLA's teaching mission, as well as future faculty and future educational developers. The Associate Director plays a key role in developing, administering, and facilitating TLC programs and/or teaching courses for graduate student TAs, and in cultivating collaborations with university partners and stakeholders to strengthen buy-in campuswide for fostering the development of graduate students as educators who value equity-minded and research-based pedagogy and engage in inclusive, accessible teaching practices that support diverse learners. The Associate Director also contributes to the development programming and resources for UCLA instructors to collaborate effectively with TAs and equitably mentor graduate students who are pursuing academic careers that involve college teaching.

Core responsibilities include but are not limited to the following: planning and implementing professional learning programs, workshops, and events; coordinating the evolution and assessment of required and elective training; serving as a subject matter expert in creating content for TLC communication channels; and supporting strategic planning that aligns with the TLC's mission and goals and UCLA's campus priorities. As needed, the Associate Director may teach graduate pedagogy courses, serve on UCLA and/or UC committees, and supervise full and/or part time staff working in the Graduate Student & Postdoctoral Scholar Engagement unit.

## Qualifications

### Basic Qualifications

- As a normal requirement, the appointee should have the terminal or top degree in the appointee's field or the highest degree that is commonly expected for appointment in the activity.
- Demonstrated professional experience (2 years) in college or university setting.

### Additional Qualifications

- This position is eligible for a hybrid work arrangement within the state of California; the incumbent must reside within the state of California or be willing to relocate.

### Preferred Qualifications

- Experience in teaching (in person and online) and curriculum development at the university level; ability to teach courses as assigned by the Director and Vice Provost for Teaching & Learning.
- Knowledge of and ability to train others in student-centered, equitable, and accessible teaching practices.
- Knowledge of adult learning theories and research-based educational practices used in teaching and curriculum development.
- Knowledge of policies and practices affecting employment of graduate students and postdocs in groups represented by collective bargaining agreements.

## Application Requirements

Search closes: 9/8/24

Submit application materials to UCLA Recruit: <https://recruit.apo.ucla.edu/JPF09630>

## Document Requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter
- Statement of Teaching
- Statement on Contributions to Equity, Diversity, and Inclusion - An EDI Statement describes a faculty candidate's past, present, and future (planned) contributions to equity, diversity, and inclusion. To learn more about how UCLA thinks about contributions to equity, diversity, and inclusion, please review our [EDI Statement FAQ](#) document.
- Reference check authorization release form - Complete and upload the [reference check authorization release form](#)

## Reference Requirements

3-5 required (contact information only)

## About UCLA

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.

For the University of California's Affirmative Action Policy, please visit <https://www.ucop.edu/academic-personnel-programs/files/apm/apm-035.pdf>.

For the University of California's Anti-Discrimination Policy, please visit <https://policy.ucop.edu/doc/1001004/Anti-Discrimination>.

## Job location

Los Angeles, California