

## **Teaching Assistant – Intergovernmental Relations**

The Evergreen State College's Master of Public Administration (MPA) program is seeking a Teaching Assistant who can enhance the learning environment for our students and work with our dedicated Member of the Faculty. The ideal candidate for this position enjoys working as part of the team supporting a dynamic teaching environment focused on intergovernmental relations, Tribal administration, public policy, strategic planning and government affairs. The position requires an average of 10 hours per week for the duration of the class, beginning January 7, 2019. The dedicated time will be greatly reduced at the beginning of the quarter and intensified toward the times of the class. It is expected that the Teaching Assistant will be available for class.

The class meets over two (2) weekends:

### February 22, 2019-February 24, 2019

- 2/22/19      Friday 1-5pm
- 2/23/19      Saturday 9am-5pm
- 2/24/19      Sunday 9am-5pm

### March 8, 2019-March 10, 2019

- 3/8/19        Friday 1-5pm
- 3/9/19        Saturday 9am-5pm
- 3/10/19      Sunday 9am-5pm

Responsibilities include, but are not limited to,

- Assist in developing lesson plans and lecture materials
- Assist students in troubleshooting with assignments and technical problems
- Assist students in the classroom and online through canvas and email
- Communicate with students and provide answers to questions on course materials
- Assist with organizing students' homework, exercises, and assignments

The Teaching Assistant should be organized and willing to take the initiative. The ideal candidate will have an understanding of intergovernmental relations. The candidate should have a sound understanding of government and public administrative practices, place in and practices in, developing and administering intergovernmental agreements. Additionally, the Teaching Assistant shall understand the special role of public administrators as negotiators and consensus-builders within the complex environment of politics and social change. Also understanding the dynamic involvement of indigenous peoples in inter-tribal and international agreements. Familiarity with Tribal, Federal, State and local government is helpful.