

## **Anthropology 195CE - Intern Coordinator / TA**

**Deadline: Friday, March 24, 2017 – 3:00p**

The Department of Anthropology is hiring an 'Intern Coordinator' to work with students enrolled in Anthropology 195CE, Community and Corporate Internship Course: Ethnography and Experience in Los Angeles.

- Eligibility:** Applicants should have at least two years of previous teaching experience and should ideally be someone who is advanced to doctoral candidacy, but other applicants will be considered.
- Time:** This position is being offered at 50% time for the 2017-18 academic year (October 1, 2017 to June 30, 2018)
- Salary:** Commensurate with the appropriate TA level  
Fee Remissions and Medical Insurance covered for quarters of employment
- Duties:** See attached Job Duties as well as the course syllabus for 195CE
- Application:** Submit a cover letter that discusses your previous teaching experience and your suitability for the position, as well as copies of your teaching evaluations.
- Deadline:** 3:00pm, Friday, March 24, 2017  
Submit your cover letter, TA Application and teaching evaluations to Ann
- Interview:** The department's nominee will be interviewed by the Center for Community Learning before a final offer will be made.

**UCLA Center for Community Learning  
Description of Job Duties – 195CE Internship Coordinator (50% time)**

Graduate students hired as an “Internship Coordinator” with a 50% appointment are responsible to mentor an average of 16-30 students per quarter. The following activities are regarded as coordinator workload assignments:

- Student recruitment/intake
- Individual student meetings
- Grading
- Course administration and training

A 195CE Internship Coordinator with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter or more than 40 hours in any one week or more than 8 hours in any one day. The number of hours worked in excess of 20 hours per week may not total more than 50 hours per quarter.

Internship Coordinators hired at 50% are required to be available to meet with students at the Center for Community Learning for at least 12 hours each week and must spread their office hours across at least two business days in order to accommodate students with MWF class schedules and those with TR schedules. The remaining 8 hours in an average 20-hour work week are allocated for grading, course administration, and training. This includes developing a course syllabus, keeping electronic records using Counselor Desktop and other systems, and attending the annual orientation session, periodic coordinator meetings, a quarterly debriefing with the Assistant Director, and ad hoc meetings with Center administrators.

**Description of Internship Coordinator Duties**

Internship Coordinators are responsible to meet biweekly with students who are enrolled in a 195CE internship course, review and provide feedback for weekly journals and the final term paper, supervise community placements, and recommend final course grades. Coordinators also are required to recruit students for 195CE internship courses and to meet with prospective students. The average amount of time per week devoted to each of these activities varies over the course of the quarter. The chart below provides an approximation of workload distribution.

**Coordinator Workload Breakdown by Week**

	<b>Intake &amp; Recruitment</b>	<b>Office Hours</b>	<b>Grading</b>	<b>Course Administration</b>	<b>Training</b>	<b>TOTAL</b>
Week 0	12 hours			4 hours	4 hours	20 hours
Week 1	12 hours			4 hours	4 hours	20 hours
Week 2	12 hours		5 hours	3 hours		20 hours
Week 3		12 hours	5 hours	2 hours	1 hour	20 hours
Week 4		12 hours	5 hours	3 hours		20 hours
Week 5		12 hours	5 hours	3 hours		20 hours
Week 6		12 hours	5 hours	3 hours		20 hours
Week 7		12 hours	5 hours	3 hours		20 hours
Week 8	4 hours	8 hours	5 hours	2 hours	1 hour	20 hours
Week 9	4 hours	8 hours	5 hours	3 hours		20 hours
Week 10	4 hours	8 hours	5 hours	3 hours		20 hours
Finals	6 hours		10 hours	3 hours	1 hour	20 hours