



**INSTITUTE FOR
CRITICAL DISABILITY
STUDIES**



2023-2024 Institute for Critical Disability Studies Graduate Teaching Assistant Announcement

The [WWU Institute for Critical Disability Studies](#) (ICDS) seeks two to three graduate students to serve in full-time salaried, half-time salaried, and/or hourly nonsalaried graduate teaching assistant (GTA) positions for individual Fall, Winter, and/or Spring quarters of 2023/24, and/or for the full 2023-2024 academic year (Fall, Winter, and Spring quarter). Applications are due **11:59 pm Friday, August 25th**. Positions will be announced on or before Monday, September 4th. Fall positions will begin on September 15th, 2023.

What is the ICDS?

The ICDS is an interdisciplinary institute at Western Washington University devoted to promoting disability studies coursework, scholarship, and an academic minor in Critical Disability Studies (CDS); hosting events that bridge the academic-community divide; and supporting disability culture and advocacy at Western. GTAs will assist in all aspects of ICDS programs.

Job Responsibilities

ICDS GTAs have many responsibilities. They will directly support ICDS students, critical disability studies minors, and the ICDS student community by holding regular office hours and by supporting the activities of the ICDS Student Advisory Council (SAC).

GTA Responsibilities will also include a **subset** of the following in these three areas of support need, which will be determined with each GTA individually *upon mutual discussion and agreement* between GTA and Institute Co-Directors:

- **Academic support**
 - Working with faculty teaching disability studies courses through grading, and/or moderating discussions
 - Working with faculty to provide feedback on curriculum on disability-related topics

- Holding office hours for students in disability studies courses
- **Programming support**
 - Designing and/or delivering professional development workshops
 - Organizing speaker event logistics
 - Organizing and facilitating the annual UnConference panels and workshops
 - Mentoring UnConference student workers
 - Coordinating event logistics such as food, room setup, and printing materials
- **Institute support**
 - Keeping records and reporting to ICDS co-directors: this includes attending and taking notes on ICDS meetings
 - Writing blog posts and newsletter articles about the ICDS programs
 - Mentoring undergraduate student workers
 - Serving on standing committees
 - Interfacing with various offices and student groups

Required qualifications:

- GTAs are expected to keep timely communication with ICDS co-directors and staff during business hours, including email correspondence, responding to calendar invitations for scheduled meetings, and taking initiative to reschedule meetings that are missed.
- GTAs should have experience in writing in genres including formal emails, event announcements, and profile articles. Clear prompts and coaching will be provided.
- GTAs must responsibly handle sensitive information, such as when working with confidential student or personal information and coursework.
- GTAs must stay current on required WWU ADEI trainings and abide by ICDS policies on supporting accessibility, diversity, equity, and inclusion (ADEI).

Preferred qualifications:

- Knowledge and experience in disability studies, advocacy, accessibility, and/or universal design is highly preferred, but not required.

- Proficiency in writing in diverse genres, including blogging, social media, email, meeting minutes, and summaries of events is preferred, but not required.
- Experience in student or community leadership, for example in a student club or community organization is preferred, but not required.

Pay and Benefits

The GTA position is available as **full-time salaried**, **half-time salaried**, or **hourly nonsalaried**. The position requires approximately 20 hours per week for full-time appointments, 10 hours per week for half-time, and between 5-9 hours per week for hourly positions. GTAs will report directly to the ICDS Co-Directors and administrative manager. Salaried GTAs will receive the [standard pay and health insurance benefits of an academic graduate teaching assistant](#). Full-time and half-time salaried positions include full and partial graduate tuition waivers, respectively. Compensation for hourly nonsalaried GTA positions will be consistent with the [current wage schedule for graduate assistants](#).

Who Can Apply

This position is open to all WWU graduate students regardless of disability status or field of study. We are particularly interested in welcoming applicants with diverse and intersecting identities, particularly disabled, neurodiverse, chronically ill, BIPOC, queer, and gender non-conforming individuals.

How To Apply

To apply, submit a 1–2 page cover letter and resume/CV to icds@wwu.edu.

The cover letter should address whether you are applying for the full-time (20 hours/wk salaried), half time (10 hours/wk salaried), or hourly nonsalaried GTA position (5 - 9 hours/wk), and what quarter(s) you are applying for (e.g. Full Academic year, Fall Quarter, Winter Quarter, and/or Spring Quarter). Please also inform us of your home graduate department, your year in the program, and whether there is any flexibility or uncertainty in your need for employment with the ICDS. The letter should also describe your interest in the position and the personal experience that qualifies you for the position, including how you meet the required and preferred qualifications for this job. Finally, please identify which subsets of the proposed job responsibilities you are most excited to take on under Academic, Programming, and Institute Support. Applications are due **11:59 pm Friday, August 25th**.