

University of Illinois at Chicago: Lecteur/Lectrice Description

Graduate Assistant duties include, but are not limited to, duties primarily in support of administrative functions, such as: clerical support (copying course materials, general office work/clerical/receptionist, correspondence, and supervising reading room); technical/support services; webmaster/assisting faculty with web pages, network administration/end user support, equipment management, monitoring instructional and service labs (computer, video, etc.); translation; routine support for publications (record keeping, writing copy for university or department newsletters or non-research publications, correspondence, etc.); advising/providing curricular and academic advice to students, providing support to advisors); and outreach duties (recruiting students, publicizing programs and activities to campus and public constituencies, and working with/assisting with event management).

Visiting Teaching Assistance are able to take graduate courses in the French Department (as well as other departments with approval) and are contracted to teaching on 50% appointment that is paid from mid-August to mid-May at a monthly salary of approx. \$2000.

Students can find out more information at : <http://grad.uic.edu/assistantships>