

# Common Academic Program

## *Graduate Assistant*

### **Overview**

The Common Academic Program at the University of Dayton is an innovative curriculum that is the foundation of a UD undergraduate education. It is the learning experience that is shared in common among all undergraduate students, regardless of major. The CAP's distinctive structure is built on the notion that, while students will have unique experiences at UD, all academic programs and learning encounters are informed by the seven institutional learning goals: scholarship, faith traditions, diversity, community, practical wisdom, critical evaluation of our times, and vocation. The CAP Office is part of the Provost's Office and oversees the implementation of the Common Academic Program across all undergraduate academic units. More specifically, the CAP Office is comprised of the Assistant Provost for the CAP and the CAP Coordinator. The Graduate Assistant (GA) is an integral member of the CAP Office. The CAP Office is housed in the Ryan C. Harris Learning Teaching Center. The GA reports to the Assistant Provost.

### **Responsibilities**

- Conduct research on topics germane to general education curriculum development and implementation and assessment;
- Develop materials that help share learning experiences associated with CAP with internal and external stakeholders;
- Engage in research surrounding student, faculty, and staff attitudes and experiences with the CAP;
- Assist in the design and coordination of CAP communications strategies, including social media, and materials for internal and external audiences;
- Help the CAP Office in arranging and hosting workshops for faculty developing courses and for faculty whose courses are undergoing periodic assessment review;
- Provide administrative support to the CAP Office in reviewing and evaluating course proposals seeking CAP approval;
- Other duties as assigned.

### **Professional Development Opportunities**

- Gain experience working with a university's general education curriculum and its day-to-day operations.
- Assist in researching attitudes and perceptions about general education, including data collection through possible focus groups, interviews, and surveys.
- Engage multiple constituencies from across the campus community in facilitating an innovative learning experience for all undergraduate students.
- Develop expertise about assessment of student learning.

### **Qualifications**

The CAP Office seeks candidates in master's or doctoral programs who can demonstrate significant interest in working on general education curriculum, implementation, and assessment. Additional qualifications include well developed research skills, excellent communication (oral and written), organizational, and computer skills. Experience with social media platforms is preferred. Maturity, flexibility, self-initiative, ability to work independently, and demonstrated interest in and knowledge of general education and curriculum interests in higher education will also be valued.

### **Remuneration**

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,715/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to GAs

### **For more information, contact:**

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