

OS410 GSI Job Description Information Form

Target Openings: 1

Begin Date: 09/01/2019

End Date: 12/31/2019

Appt. Period: Term

Standard Hours: 20 hours/week

Work Experience and Education: Candidate **must** be in a U-M graduate program for at least **one year** prior to Fall 2019. Graduate student in good standing with a background in sociology, psychology, or other social sciences field with coursework in organizational theory and/or organizational behavior.

Social Science (e.g. Sociology, Psychology, Political Science, or Economics) or related professional school (e.g. Business, Policy, Social Work, Public Health, Education, Law) graduate student preferred. PhD student preferred, but not required. Candidates with a background in business or law may also be considered. Applicants with experience in project based or laboratory classes; project or consulting based work experience will be preferred but such experience is not necessary.

Approver: Melissa Eljamal

Hiring Team: Melissa Eljamal, Marc Sorace, Corrie Thomason

Contact Information: Jennifer Feneley, Executive Secretary, 800 Weiser Hall, 734-764-6767, jfeneley@umich.edu

Application Deadline: March 22, 2019

Course Description:

ORGSTUDY 410. Advanced Research Methods in Organizational Studies (Prof. Sara Soderstrom)

This course focuses on the use of social science research methods to study organizational adaptation, problem solving, and change. The course emphasizes interview, observational and survey methods, while also highlighting data analysis and communication skills. The primary purpose of this course is to provide you with an actionable toolkit of research methods that can be used to uncover organizational challenges and recommend potential changes. The secondary—but no less important—purpose of this course is to make you a more informed consumer of research.

This hands-on course emphasizes learning by doing. You will learn how to conduct organizational research from start to finish. You and your team will be charged with finding a focal organization and carrying out a field research project there. I expect that each project will

provide you with an opportunity to experience an in-depth study that includes designing and administering appropriate interview, observational and survey data collection techniques; planning and conducting data analysis; interpreting the data; and communicating the results in written and oral presentations. I am excited to work with you throughout this process. Class sessions will be a mix of lecture, discussions, and workshops. Readings will focus on research issues, methods and theories, and will include articles to enable you to gain first-hand experience in reading and processing organizational research. The assignments have been designed to help you develop research skills and apply them to your field research project.

Anticipated Class Schedule: M/W 11:30 am – 1:00 pm, Discussion Th 9-10am

Estimated effort for the positions: 1 GSI position (.50 FTE)

Benefits: Tuition waiver and stipend as provided in UM/GEO Agreement

Decision-Making Process:

All applications will be submitted for review to the faculty member teaching the course. After review of applications and possible interviews, the decisions will be made by the professor of the course.

Desired Qualifications:

Someone with experience with field research in organizations; experience and comfort working with focal organizations of different types (eg. businesses, non-profits, etc.); work experience in for-profit or non-profit consulting, management, or education. Someone who enjoys teaching, who likes students, and who has good interpersonal and communication skills.

Required Qualifications:

In compliance with Appendix A of the 2017-2020 UM/GEO agreement (see pp. 106-109 of the UM/GEO agreement), the College of LSA requires that potential GSIs whose undergraduate medium of instruction is not English be evaluated for effective proficiency in classroom English. Effective proficiency includes fluent and intelligible speech, the ability to understand the English spoken by the undergraduate students, the ability to produce organized, coherent explanations, and the ability to contribute to the development of interactions with their students. As part of the training and testing, graduate students are required to demonstrate their effective proficiency by taking the GSI-OET conducted by independent evaluators from the Testing Division at the English Language Institute and a faculty representative from the department in which the prospective GSI will be teaching.

Responsibilities:

Lecture in whole or in part one or more classes, jointly hold discussion with the faculty, and consult with the students during office hours. Work closely with student teams, advise on research plans, content, analysis, and written and oral reports. The GSI and the faculty will jointly grade the group assignments and final projects. The GSI will grade the individual assignments, with review by the faculty.

The GSI will be expected to work with students one-to-one and in teams, read and grade research reports, run discussion sessions, and give lectures. 100% of the GSI's time will be

spent on teaching activities, including preparation, lectures, instruction, holding office hours, grading, and mentoring. He/she will be expected to attend every class lecture and discussion sessions. Office hours will be held. The GSI, with the faculty, will meet with the focal organizations as needed. The faculty will meet with the GSI at least once a week to discuss the class, its progress, and preparation for the following week. It is anticipated that the responsibilities will average 16.5-20 hours per week for a .50 FTE GSI.

Selection Process:

Selection criteria include strong interest in the subject matter, merit, experience, other training or experience which may be required and explicit to the teaching goals/requirements of a specific course, applicant's previous receipt of financial aid, availability of funding, and relevance to graduate training. Estimated date for offers to be extended: April 22, 2019. Applicants may request the status of their application from the program at any time.

How to Apply:

The application is available here: webapps.lsa.umich.edu/Apply/1201 You will be asked to provide contact details for at least one, and no more than two, people to write letters of recommendation. Letters of recommendation need to be received directly from the recommenders by the application deadline, March 22, 2019.

Applicants must include with this application the following materials:

- 1) a cover letter addressing interest and qualifications for the position
- 2) a resume or curriculum vita
- 3) teaching history (list course and department)
- 4) any available teaching evaluations
- 5) copy of the undergraduate and graduate transcript (unofficial is fine)
- 6) a list of your financial support history at the University (how many terms of financial support received to date by term/year, department, description, appointment fraction)