SEAS GSI Application Process
Information Session
Fall Term 2018 Process
2 February 2018

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Agenda

- Fall 2018 Timeline
- GSI Positions – Fall 2018
- Application Process
- Background Check Requirement
- Making a Good 1st Impression
- GSI Requirements
- Compensation and Benefits
- GEO Agreement
- Teacher Certificate
- Other Student Employment Opportunities
Fall 2018 SEAS Timeline

- Feb 2: Info Session & positions posted
- **Feb 18-11:59 PM**: SEAS application materials due
- Mar 26: 1st round offer letters issued
- Mar 30: Offer acceptances due
- Apr 2: 2nd round offer letters issued, if necessary
- Aug 27-28: CRLT Orientation Session (tentative)
- Sep 4: SEAS Orientation/start of classes
SEAS GSI Positions – Fall 2018

- EAS 436  Woody Plants:  Biology and Identification
- EAS 509  [GSI & Lab Coord]  Ecology:  Concepts and Applications
- EAS 510  The Science and Practice of Social Change
- EAS 512/513 Strategies for Sustainable Development I & II
- EAS 521  Field Methods in Fluvial Ecosystems
- EAS 527  Energy Markets and Energy Politics
- EAS 530  Decision-Making for Sustainability
- EAS 531  Principles of GIS
- EAS 533/536  Negotiating Skills in Environmental Dispute Resolution/Ethics of Corporate Management
- EAS 537  Urban Sustainability
- EAS 547  Forest Ecology in a Changing World
- EAS 560  Behavior & Environment:  Transitional Thinking for the New Normal
- EAS 562  Environmental Policy, Politics and Organizations
SEAS GSI Positions – Fall 2018-con’t

- EAS 564  Localization: Transitional Thinking for the New Normal
- EAS 570  Environmental Economics: Quantitative Methods & Tools
- EAS 574  Sustainable Energy Systems
- EAS 577  Political Ecology, Environmental Security and Conflict
- EAS 578  Urban Stormwater: Science, Design, and Management [tentative]
- EAS 587  Place and Environment / Making Place Design Studio
- EAS 591  Materials and Methods
- EAS 597  Environmental Systems Analysis
- EAS 688  Site Planning and Design
- EAS 691  Ecological Planting Design Studio
NOTE: ONLY ACTIVE SEAS STUDENTS WHO ARE ALSO IN GOOD STANDING* ARE ELIGIBLE TO APPLY TO SEAS, i.e:

- is currently enrolled in a SEAS degree program
- has a cumulative grade point average of 3.0 or higher
- has not completed all of the required credits towards their SEAS MLA, MS, or PhD degree
- is making satisfactory progress toward completing all of their SEAS degree requirements in a timely manner (i.e., SEAS MS students' time limit is 2 years, SEAS MLA and dual degree students' time limit is 3 years, SEAS PhD students' time limit is 5 years); including approved extensions.
Your application should consist of a single PDF that includes the following:

- A cover letter addressing your interest and qualifications for the position—individualize for each position
- Résumé or curriculum vita
- Undergraduate and graduate transcripts (unofficial is fine)
- Teaching history (list course and department)
- Teaching evaluations (if available)
SEAS Application Process

- SEAS positions are listed on: [http://careers.umich.edu/](http://careers.umich.edu/)
- Combine all application materials into a single pdf.
- Name file as follows: Lastname.Firstname.EASXXX.pdf
  Example: Woodworth.Diana.EAS436.pdf
- Click M-Box link in job posting (example: [http://goo.gl/FDUXEd](http://goo.gl/FDUXEd)) or copy and paste link into browser.
- Upload .PDF application file into M-Box folder.

**NOTE:** DO NOT UPLOAD ANY MATERIALS DIRECTLY INTO THE e-RECRUIT APPLICATION AT THIS STAGE.
• Once a file is uploaded, it cannot be modified or replaced.

• **NOTE:** The M-Box links are unique to each posting. To apply for more than one position, click the link provided in the “How to Apply” section of each posting and upload materials.

• **NOTE:** Letters of recommendation (if applicable). Confidential recommendation letters should be sent by the letter writer directly to the M-Box URL listed in the posting. The letter file should be named as: [student’s]Lastname.Firstname.EASXXX.[letter writer’s] LASTNAME.pdf

• **NOTE:** Access to the SEAS postings will close at **11:59 PM on Sunday, 18 Feb.**
NOTE: Be sure to verify your own course schedule against the schedule for the course to which you are applying as a GSI. All GSIs are required to attend the lecture and discussion times as posted.
PitE Application Process

- Same as for SEAS.
- Opening and closing dates have not been announced yet.
- PitE Contact: Kelly Campbell, kereca@umich.edu
Biology GSI Positions – Sp, Su & Fall 2018

- Process opens approx. 15 Feb.
- The application allows graduate students to apply for teaching positions in BIOLOGY, MCDB, and EEB.
- Application deadline is approx. 15 Mar.
- Information and link to the application can be found on the Program in Biology website: http://lsa.umich.edu/biology/undergraduates/careers/graduate-student-instructor-position-information.html
Background Check Requirement

- A background check (BGC) is required for all GSAs. Being hired is contingent upon the results of this process.
- Student will be asked for consent by verification vendor as first step in the hiring process.
- Student may not work until BGC is complete.
- BGC process must be completed prior to start of term.
Making a Good 1st Impression

- Read the position description(s) carefully
- Describe how you are the best candidate for the job—use the same language as the posting
- Address how you are uniquely qualified—based on the qualifications listed in the posting
- Tailor your cover letter to each position
- Proofread! Simple mistakes can be costly
- If a first time applicant, consider using Career Center Resources
GSI Training Requirements

- CRLT Orientation—Aug 27-28 tentatively—plan to return to A2 early
- SEAS Orientation—4 Sep
- CPR/AED/First Aid Certification required for select courses (department pays for the training)
- Register for at least 6 credits
- Register for EAS 600-086 (1 credit)
- Attend a minimum of two CRLT seminars
- Complete a CRLT Mid-term Evaluation/Consultation Activity
- Encourage students to complete the Final Evaluation
GSI Compensation & Benefits

- 2017-2018 salary rate (new rates will be announced in July)
  - $20,399 FTR
  - 50% GSI = $2,549.88/month (16.5-20 work hrs/wk)

- Tuition Waiver
  - 23.7% appt or greater = 100% (7.5-9.49 work hrs/wk)
  - Less than 23.7% = pro rated waiver

- Benefits
  - 25% appt or greater – full medical and dental option 1
  - less than 25% – full medical, 50% of dental option 1
  - Dependent coverage available

- More info, visit UM HR benefits page: [http://www.benefits.umich.edu/benefitgroups/grads.html](http://www.benefits.umich.edu/benefitgroups/grads.html)
Graduate Employees Organization (GEO)

- Terms and conditions of GSI employment are governed by agreement between UM and GEO
- Copy of the agreement can be accessed here:
  - [http://www.geo3550.org/member-resources/our-contract/](http://www.geo3550.org/member-resources/our-contract/)
- GEO reps will be on hand during the CRLT and SEAS orientation sessions
UM Graduate Teacher Certificate

- This certificate offers the opportunity to:
  1. document your professional development as a college-level instructor
  2. prepare for the faculty job search
- Does not appear on UM transcript
- May be included on your CV/résumé
- For more information, visit:
  - [http://sitemaker.umich.edu/um.gtc/description](http://sitemaker.umich.edu/um.gtc/description)
Other Employment Opportunities
GSRA Positions in SEAS

- Unlike GSI positions, GSRA positions are not typically posted
- Opportunities are primarily through faculty advisors
- Typically funded by external organizations/agencies
- Require regular research work with tangible outcomes
- May not align directly with your research interests or thesis work
- Progress reports are typically required
- Inquire early
Other Student Employment

- Temporary Student Hourly – open to anyone
- Work Study
  1. Must be US citizen or permanent resident
  2. Must complete the FAFSA (Free Application for Federal Student Aid)
  3. Must be eligible—check financial aid package
- Postings are available on the Student Employment website [https://studentemployment.umich.edu/](https://studentemployment.umich.edu/)
- Mia Bell, miabe@umich.edu is the SEAS contact
SEAS Career Services Materials

- Many useful references:
  1. Drafting Your Résumé
  2. Drafting Your CV
  3. How to Draft a Powerful Cover Letter
  4. How to Secure Good References
Good Luck!!