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### **MSS24 Teaching Assistant**

ISU is searching for qualified applicants to fill one full time position as a Teaching Assistant (TA) for the Master of Space Studies (MSS) Program Year A at the Central Campus in Strasbourg, France.

Interested applicants must provide a curriculum vitae/resume and a letter of interest, both in English, indicating how their background and experience fit the requirements of the position. The start date will be 31 May 2023, for a duration of 13 months. Applications submitted until 30 April 2023 to ISU Human Resources unit will receive full attention.

#### **Key Areas of Responsibility:**

- Assist in the preparation and execution of MSS Year A lectures, workshops and assignments,
- Assist in the delivery of the MSS Year A Team Projects ,
- Support the execution of the MSS Year A student peer appraisal process,
- Assist the MSS academic coordinator in preparing the MSS24 program delivery,
- Assist visiting lecturers in their preparation for delivery of teaching activities,
- Provide basic audio---visual support for teaching activities,
- Liaise with the Computer and Network Systems unit regarding educational tools and applications,
- Provide support as required to other ISU academic programs including Short Courses, and Space Studies Program.

#### **Required Qualifications and Competencies:**

- Successful completion of either the ISU MSS (preferably) or SSP programs is an asset,
- Demonstrable fluency in English,
- Excellent team working and interpersonal skills,
- Good computer and general information technology skills (mainly online tools) with knowledge in Google Suite (Google Drive, Google Calendar, Google Docs, Google Spreadsheet, Google Forms, Google Meet), Microsoft Office®, Skype, Zoom,
- Proactive, capable of working independently and undertaking a broad range of tasks.

#### **Desired Qualities:**

- Ability to develop and lead hands-on activities
- Basic knowledge of Microsoft Office®



The International Space University is an equal opportunity employer dedicated to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to gender, religion, national origin, disability status, or any other characteristic protected by law.

Interested applicants should send their complete application, including a Curriculum Vitae and a cover letter, both in English, to ISU Human Resources Unit at [HR@isunet.edu](mailto:HR@isunet.edu), no later than 30 April 2023.