October 26, 2018

Education Associate, Machine Learning Department (200952)

As a Staff Education Associate, you are responsible for creation and delivery of material for an undergraduate or graduate course, the content of which must be approved in accordance with university policies and procedures as well as department guidelines. We are looking for someone who would be stellar at both course administration and management, as this will be the primary focus of your role. You would also possess the ability to develop technical skills in machine learning. For example, we would welcome someone with no machine learning experience, but has an undergrad or Masters degree in CS, Math, Stats, Physics, etc. Such technical skills would prove helpful in getting them up to speed quickly on course materials.

Your core responsibilities will include:

- Design and prepare instructional materials such as class notes, slides, video lectures, homework problems, and interactive student activities
- Manage and direct the activities of TAs and/or graders
- Grade student assignments and exams
- Hold recitations and office hours; monitor discussion boards and answer student questions; mentor students
- Assist with educational technology
- Course administration (booking rooms, compiling grades, etc.)
- Other duties as assigned

This is a regular full-time Instructional Staff (not Faculty) position, with 9 months of work (summers off).

Qualifications:

- Bachelor’s Degree in a technical field such as computer science, math, or physics (required)
- 1-3 years of relevant work experience

More Information:

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A listing of employee benefits is available at: www.cmu.edu/jobs/benefits-at-a-glance/.

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