TATTO FELLOW POSITION DESCRIPTION

Laney Graduate School’s Office of Professional Development and Career Planning (PDCP) is accepting applications for one or more Summer 2024 TATTO Fellow positions to provide administrative support for TATTO 600.

Eligibility: This position is open to current LGS PhD students in good academic standing who have completed TATTO 600 and TATTO 605.

Dates: early June through early September, must be available to attend the full day in-person sessions of TATTO 600 on Thursday, August 22 and Friday, August 23

Compensation: $20 per hour paid on a monthly basis

Time Commitment and Work Location: The TATTO Fellow(s) may work throughout the summer on a hybrid/remote basis, though they must be available in-person on August 22 and August 23. The weekly time commitment is approximately 10-12 hours, though the week of TATTO 600 (August 19-23) may require 15-20 hours.

Responsibilities: The LGS TATTO Fellow(s) will work closely with the PDCP Assistant Dean/TATTO Director and PDCP Program Coordinator to support the planning, implementation, and evaluation of TATTO 600. The TATTO Fellow(s) will partner with the TATTO 600 planning team to:

- Create and update the TATTO 600 Canvas course.
- Meet weekly with the TATTO 600 planning team.
- Track attendance and assignment completion during and after the August course.
- Evaluate and support the accessibility of the Canvas course and in-person event.
- Plan and implement student accommodations as needed.
- Provide on-site support for the in-person TATTO 600 symposium, applied learning sessions, and microteaching sessions. Support needs may include answering attendee and instructor questions, tracking attendance, and general problem-solving. The TATTO Fellow(s) may need to travel from building to building to address concerns during the event.

Desired Skills and Experience:

- Advanced familiarity with Canvas courses
- Eagerness to learn and problem solve
- Ability to work independently to a deadline
- Knowledge of accessibility practices (or eagerness to learn) and willingness to provide accessibility support as directed by the Department of Accessibility Services (DAS).

To Apply: Please send a cover letter and CV to lgs.profdev@emory.edu by May 31. Finalists will be notified the week of June 3.