

# Job Posting

## The Center for Teaching Excellence



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### **Office Assistant (Director's Office) / Faculty Resident Assistant to John Richardson**

The Faculty Resident Program and the Center for Teaching Excellence are seeking undergraduate student applicants for the Fall 2006 Faculty Resident Assistant/CTE Office Assistant position. The Faculty Resident Assistant/CTE Office Assistant is a highly motivated and creative individual with excellent organizational and presentation skills. Responsibilities include publicizing and hosting Faculty Resident Sunday Dinners, managing Faculty Resident and CTE office bulletin boards, assisting in the distribution of CTE teaching grants, and general clerical responsibilities for the CTE Director's Office.

Please submit your cover letter and resume to the attention of John Richardson at [ctegeneral@american.edu](mailto:ctegeneral@american.edu). If you have any questions, please don't hesitate to contact the Center at (202) 885-2117.

For more information about CTE, please visit our website <http://www.american.edu/cte>.

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