

FEINSTEIN SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT

Graduate Assistant

The Feinstein School of Education and Human Development (FSEHD) graduate assistant (GA) will work with the Office of Partnerships and Placements (OPP) and with the Director of Assessment.

- Assist OPP with data collection;
- Analyze data related to teacher candidate assessments, partnerships with RI school districts, teacher candidate placements, etc.;
- Assist in the design and coordination of two workshops per semester for 110+ participants;
- Assist Director of Assessment with design, development, coordination, implementation, and evaluation of all FSEHD activities related to assessment of individual students seeking certification and assessment of populations of students for the purposes of program improvement.
- Other duties as assigned

The GA's assistance with the above activities will strengthen OPP in its work with teacher preparation programs, school and district partnerships, and teacher candidate placements.

CONTRIBUTION TO PROFESSIONAL DEVELOPMENT

This assistantship will enhance the professional skills of a qualified graduate student with an interest in education, program evaluation and higher education administration. The GA will gain experience and develop skills in research, coordination, communication and databases as well as working knowledge of aspects of higher education and school partnerships. Skills to be developed include use of the statistical functions in Excel or SPSS and the "big data" summarizing "pivot table" feature in Excel. Throughout the term of the assistantship, the GA will have access to administrative and research support from the Dean's office staff, including the Director, Office of Partnerships and Placements, Director of Assessment and other staff within the FSEHD Deans Office.

QUALIFICATIONS

- Accepted degree candidate enrolled full time in plan of study (minimum 6 credits; maximum 9 credits);
- Ability to work both independently and as part of a team;
- Ability to commit to a set schedule (reasonable amount of flexibility)
- Familiarity with Microsoft office suite, especially Word and Excel;
- Efficient time management skills;
- Experience conducting research;
- Background in education (preferred but not required)
- Basic pedagogical knowledge of service learning, teacher education;
- Effective oral and written communication skills.
- Experience using survey software (preferred but not required);
- Experience with event planning (preferred but not required);

How to apply

Along with the application and resume, candidates should also send a letter describing their qualifications for and interest in the position to the Director of the Office of Partnerships and Placements, Celeste Comeau-Mullane at ccomeaumullane@ric.edu