

Description: Graduate Assistant for Feinstein School of Education and Human Development (FSEHD) Graduate Programs – 2019/20

Assist FSEHD Director of Graduate Programs with activities to support advanced programs in areas of communication, publicity, accreditation and faculty/student satisfaction and success. This position is a full Graduate Assistantship requiring 20 hours of work per week during the academic semester. Hours are flexible but require daytime availability.

Duties and Responsibilities of the FSEHD Graduate Assistant:

- Assist with administrative duties (including attending FSEHD Committee and Graduate Coordinators Meetings)
- Participate in marketing and recruitment for graduate candidates with specific focus on diversity
 - develop marketing information
 - distribute announcements
 - coordinate recruitment events and open houses
- Support graduate program accreditation and certification needs (including faculty needs assessment, time line development and data entry and management)
- Assist in developing materials related to graduate student success (including FSEHD graduate student resource guide, development of alumni network)
- Help build and support interdisciplinary collaboration between advanced programs.
- Create updated website to highlight news, research, program innovations and faculty and graduate student successes.
- Other duties as assigned by the Director of Graduate Programs.

Benefit to Graduate Assistant

- Extensive involvement in data organization, information distribution, and professional communication
- Increase experience and/or build new skills in relationship building, community outreach, public speaking and written communication
- Familiarization with higher education policies and their impact on programs
- Experience in multimedia methods to highlight programs

Qualifications:

Required - accepted graduate degree candidate enrolled full time in plan of study; strong interpersonal skills; good communication skills; proficiency with Office software – Excel, Word.

Submit resume and brief letter highlighting competencies and interest to Elizabeth Gibbons Holtzman eholtzman@ric.edu Please include FSEHD Grad programs GA in the subject line.