

**Half-Time Graduate Assistant Position
Feinstein Institute of Education and Social Policy (FIESP)
2019-2020 Academic Year**

About FIESP

The vision of the Feinstein Institute of Education and Social Policy (FIESP) at Rhode Island College is to develop preeminent scholars and highly regarded advocates for research-informed, social justice-oriented educational and social policy. Our mission is to educate, equip, and promote equitable educational policies to decision makers and community members in Rhode Island.

About the position

This half-time position will support the work of Rhode Island College's new Feinstein Institute of Education and Social Policy (FIESP). The graduate assistant (GA) in this position should have strong interest in educational and social policy. The GA will develop skills in policy research, writing, and advocacy; learn how to access and use multiple databases; and build a professional network of education and social policy advocates in Rhode Island.

The responsibilities for this position may include (but are not limited to):

- Compiling and analyzing local, state, and national data;
- Researching, writing, and editing policy publications;
- Helping to organize and promote policy and advocacy events;
- Assisting with the faculty fellows program;
- Conducting outreach with community stakeholders.

Qualifications:

- Ability to work independently and as part of a team;
- Effective time management skills;
- Proficient in conventions of standard English;
- Ability to manage detail-oriented tasks;
- Proficient with Microsoft Word, Excel, PowerPoint, and other related computer applications;
- Comfort with numerical data.

Additional preferred qualifications:

- Knowledge of the Rhode Island public K-12 and/or higher education system, or knowledge of one or more sectors of Rhode Island's social services (e.g. housing, child welfare, public health);
- Experience with event planning.

How to apply

Along with the application and resume, please send a cover letter describing your qualifications and interests to Dr. Adrienne Goss at agoss@ric.edu.