

FEINSTEIN SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT
Graduate Assistant (Part-time)

The Feinstein School of Education and Human Development (FSEHD) graduate assistant (GA) will work 10 hours a week 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.
- Create content and format for a FSEHD newsletter.
- Other duties as assigned
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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, hrs between 8 AM– 4 PM);
- Facility with Microsoft office suite, especially Word and Excel;
- Efficient time management skills;
- Experience conducting research;
- 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);
- Background in education (preferred but not required);

Applications are due by March 15th. Send application, cover letter, and resume to Celeste Comeau-Mullane at ccomeaumullane@ric.edu. Application, and information on tuition waiver/stipend, may be found here: <http://www.ric.edu/graduatestudies/Pages/Graduate-Assistant-Opportunities.asp>