

**Rhode Island College Teaching English as a Second Language Program**  
**FULL-TIME GRADUATE ASSISTANT, 2019-2020**  
**Submitted by Sarah Hesson**  
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The TESL Program graduate assistant (GA) will work with the TESL Program to maintain systems currently in place as well as help develop and implement new systems and initiatives in the 2019-2020 academic year.

**DUTIES AND RESPONSIBILITIES**

In the 2019-2020 year, the TESL GA will continue to build upon previous grad assistants' work in improving upon the systems used in TESL to track students from start to finish in the program, to better track students' field experiences, and to implement and maintain a current advising system for all students that is accessible to all full-time faculty in the TESL program. The TESL GA would also continue updating file systems and student lists to ensure the most accurate data possible for our growing program of 150-200 students. The TESL GA would further help to implement new initiatives, including connecting non-matriculated students with advisors; helping to organize program meetings with adjunct faculty as well as cooperating teachers; better tracking field experiences of students throughout all TESL classes to ensure a variety of field experiences; and helping to plan and implement working sessions for students completing the Comprehensive Assessment Portfolio. Many of these are ongoing initiatives, but some are new and will require planning, organization, and communication. The TESL GA would also help maintain regular email and phone communication with new students, including disseminating basic information about the program to prospective students, and helping to direct student inquiries. This position will require both in-office hours as well as remote hours, so the ability to manage time and tasks in both settings is needed.

In addition to the duties described above, the TESL GA would be part of the TESL team in developing new Professional Development opportunities for TESL students and RI educators, as well as increasing the web presence of the TESL program through social media channels, RIC's website and by connecting digitally to other ESL-related organizations throughout the state.

**CONTRIBUTION TO PROFESSIONAL DEVELOPMENT**

We anticipate that this assistantship will enhance the professional skills for any graduate student with an interest in program and curricular development and evaluation, community engagement, and higher education administration. The GA would gain experience and develop skills in evaluation, research, coordination, management, and facilitation as well as working knowledge of aspects of higher education and program development. Further, the TESL GA will have creative opportunities both digitally (in helping us increase our web presence) and in the field of ESL and bilingual education (in helping develop PD opportunities for TESL students and current TESL educators in RI).

Throughout the assistantship, the GA will have access to a variety of administrative, practitioner and research supports from a community of mentors including Sarah Hesson, Director of the TESL Program, Leila Rosa, Assistant Professor in TESL, and Rachel Toncelli, Assistant Professor in TESL.

## **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, to accept some direction but also be a self-starter;
- Efficient time management skills;
- Skills in digital communication (mainly through social media) and basic digital data collection and organization (through Google docs and forms; Excel)
- Basic pedagogical knowledge of ESL and/or bilingual education
- Desire to work with a variety of stakeholders including faculty, program alumni, current students, and prospective students
- Exemplary community and public relations skills;
- Effective oral and written communications.
- Basic skills in web design and maintenance (preferred, not required)

## **HOW TO APPLY**

Along with the application and résumé, candidates should send a letter describing their qualifications for and interest in the position to Sarah Hesson at [shesson@ric.edu](mailto:shesson@ric.edu).