

**ART EDUCATION PROGRAM  
GRADUATE ASSISTANT (1 half-time position)  
for 2023-2024**

**DUTIES AND RESPONSIBILITIES**

The RIC Art Education Program is seeking a half-time Graduate Assistant to work 10 hours per week to assist with program administration. Responsibilities will include documentation, digitization, organization, and management of program information, data, and visual imagery – and with research and preparation of new materials and digital records. Also, we are particularly interested in an applicant who could assist with the program's further use of technology, digital media, and social media in support of our visual arts teacher preparation program and with special projects and events.

**CONTRIBUTION TO PROFESSIONAL DEVELOPMENT**

The Art Education Program's Graduate Assistant will gain professional experience in digital media applications, organizational management, program administration, and educational leadership, with the opportunity to enhance and showcase personal technology skills, administrative skills, and professional initiatives.

**QUALIFICATIONS**

- Strong communication and interpersonal skills.
- Knowledge of Microsoft Word, PowerPoint, and Excel required.
- Knowledge of Mac/Apple computers and digital media is needed; some knowledge of social media and computer graphics (Adobe Photoshop, InDesign) would also be helpful.
- Internet skills including proficiency with DropBox, Google Docs, Google Forms and Google Sites, and web and mobile applications.
- Able to multi-task with excellent organizational skills.
- Strong writing and grammatical skills.
- Reliable self-starter and able to work well independently.
- Background in art is not required.

**HOW TO APPLY**

Send application, cover letter, and resume to both Dr. Shipe at [rshipe@ric.edu](mailto:rshipe@ric.edu) and Dr. Williams at [cwilliams@ric.edu](mailto:cwilliams@ric.edu)