

Early Childhood Community Programs

Graduate Assistant (Part-time)

The Early Childhood Community Programs (ECCP) graduate assistant (GA) will work 10 hours a week with the Early Childhood Program Coordinator to fulfill the following duties:

- Assist program coordinator with setting up 2 Internship Orientations (one in spring and one in fall);
- Assist program coordinator to recruit and vet internship sites/hosts;
- Assist program coordinator in meeting with early childhood internship candidates to determine internship interest and goals;
- Assist program coordinator to collect paperwork from candidates;
- Assist program coordinator to set up internship showcase each spring;
- Assist program coordinator with the design of assessments and data collection system;
- Assist program coordinator with data collection;
- Assist program coordinator in setting up field placements for each fall and spring;
- Assist in the design and coordination of one coaching workshop each semester for placement hosts;
- Other duties as assigned.

The GA's assistance with the above duties/activities will strengthen the early childhood community program by formalizing the internship and field placement experiences, as well as data collection for the purpose of Continuous Quality Improvement.

Contribution to Professional Development

This assistantship will enhance the professional skills of a qualified graduate student with an interest in education, early childhood, program evaluation, and higher education administration. The GA will gain experience and develop skills in evaluation, coordination, communication and databases as well as, working knowledge of aspects of higher education and community 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 Early Childhood Program Coordinator.

Qualifications

- Accepted degree candidate enrolled full time in plan of study (minimum of 6 credits; maximum of 9 credits);
- Ability to work both independently and as part of a team;
- Ability to commit to a set schedule (some flexibility);
- Facility with Microsoft office suite, especially Word and Excel; Google Docs, Forms, and Sheets
- Efficient time management skills;
- Experience conducting research;
- Effective oral and written communication skills;
- Background in education (preferred but not required).

Benefits to ECED Program:

Having a part-time graduate assistant during the spring 20-21 and 21-22 AYs has been extremely beneficial to the ECED Program. The grad assistants have helped to support the ECED Program Co- Coordinators through assisting with the internship placements. ECED Program Coordinators, along with their other duties, have been completing all the work associated with finding and placing interns

without administrative support. The EC grad assistants have provided the necessary support to successfully place the interns.

Application

Along with the application and resume, candidates should also send a letter describing their qualifications for and interest in the position to Leslie Sevey, Early Childhood Undergraduate Co-Coordinator at LSevey@ric.edu and Susan Zoll, Early Childhood Undergraduate Co-Coordinator at SZoll@ric.edu .