

Full Time GA for Feinstein School of Education and human Development Graduate Programs for 2022/23.

Description: Graduate Assistant for Feinstein School of Education and Human Development (FSEHD) Graduate Programs – Fall 2022-Spring 2023

Assist FSEHD co-Directors of Graduate Programs with activities to support advanced programs in areas of communication, publicity, accreditation, graduate faculty support and graduate student satisfaction and success.

Duties and Responsibilities of the FSEHD Graduate Assistant:

- Assist with administrative duties (including attending Graduate Coordinators Meetings)
- Participate in marketing and recruitment for graduate candidates
  - develop marketing information
  - distribute announcements
  - coordinate recruitment events and open houses
- Support graduate program accreditation and certification needs related to the Fall 2022 RIDE visit (including faculty needs assessment, time line development and data entry and management, visit support)
- Assist in developing materials related to graduate student success (FSEHD graduate student resource guide, development of alumni network)
- Continue initiatives related to increasing diversity, belonging and equity throughout FSHED Graduate programs admission to exit.
- Help build and support interdisciplinary collaboration between advanced programs and increase research opportunities for graduate student involvement.
- Support social media presence with content related to news, research, program innovations and faculty and graduate student successes.
- Other duties as assigned by the Director of Graduate Programs.

Benefit to Graduate Assistant

- Gain experience in data organization, information distribution, and professional communication
- Familiarization with higher education policies and their impact on programs
- Creative opportunities in multimedia methods to highlight programs
- Leadership and public speaking development

Qualifications:

Required - accepted graduate degree candidate enrolled full time in plan of study; strong interpersonal skills; good communication skills; proficiency with Office software – Excel, Word.

Elizabeth Gibbons Holtzman and Gerri August

Co-Directors of Graduate Programs-FSEHD