

Description: Graduate Assistant for Feinstein School of Education and Human Development (FSEHD) Graduate Programs – Fall 2023-Spring 2024

Assist FSEHD co-Directors of Graduate Programs with activities to support advanced programs in areas of communication, publicity, accreditation and faculty/student satisfaction and success. This position is a half time Graduate Assistantship requiring 10 hours of work per week during the academic semester.

Duties and Responsibilities of the FSEHD Graduate Assistant:

Description of Responsibilities

- Provide active student leadership and voice to support FSEHD graduate programs and interdisciplinary collaborations across the college
- Engage in collaborative research and mentoring with graduate directors
- Help build and support interdisciplinary collaboration between FSEHD advanced programs and increase research opportunities for graduate student involvement. (IE: Resource fairs, community events, writing workshops)
- Assist in developing materials related to graduate student success (FSEHD graduate student resource guide, development of alumni network)
- Participate in ongoing FSEHD graduate student organizations
- FSEHD Graduate programs admission to exit.
- Participate in marketing and recruitment for graduate candidates
  - coordinate recruitment events and open houses
  - Support social media presence with content related to news, research, program innovations and faculty and graduate student successes.
- Support graduate program accreditation and certification needs related to the ongoing FSEHD CQI Process (including faculty needs assessment, timeline development and data entry and management, visit support)
- Other duties as assigned by the Director of Graduate Programs.

Benefit to Graduate Assistant

- Research and mentoring opportunities - create model for graduate programs
- 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; independent self-starter; strong interpersonal skills; good communication skills; proficiency with Office software – Excel, Word.

Please email current resume and letter of interest to:  
Elizabeth Gibbons Holtzman [eholtzman@ric.edu](mailto:eholtzman@ric.edu)  
Julie Horwitz - [jhorwitz@ric.edu](mailto:jhorwitz@ric.edu)