



Graduate School
Graduate Assistantship Opportunities
Academic Year 2018-2019
(September 2018 – August 2019)

Instructions for Student Applicants: Please review the job descriptions below and then complete the *Graduate Assistantship Student Application* (found on the www.worcester.edu/graduate-assistantships website). You will need to print the application form, complete the required information, and indicate up to three OPEN Graduate Assistantships to which you are applying (use the Position Numbers below). Decisions will be made by committee and applicants will be notified of placement decisions by the end of May.

Graduate Academic Program Placements (GPP)				
Position Number	Job Description	Recommended Qualifications	Required Work Hours	Assistantship Benefits
01G18 OPEN	<p>Translation Center Assistant</p> <p>The assistant will be directly involved in translating and proofreading the documents as part of the translation team. The graduate assistant will perform record keeping of incoming documents, including scanning and maintaining a log of each document through the translation process. The GA will assist with research, conference presentations, organization of department functions and events, recruitment of students, and writer/editor of the World Languages Undergraduate Newsletter.</p> <p><i>Mentor: Dr. Antonio Guijarro-Donadiós</i></p>	<p>Advanced knowledge of Spanish and English. Ability to work independently with minimal supervision. Preferably the student will have completed the graduate course, <i>SP956 Theory and Practice of Translation</i>. Must be competent in Microsoft Word, and some prior translation experience is preferred. Must be mature, professional, flexible, and detail-oriented. Ability to protect client/student/department privacy and respect confidentiality.</p>	15 hours per week when classes are in session	Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$14.00 per hour.

<p>CLOSED</p>	<p>Teaching & Administrative Assistant to the Department of History & Political Science</p> <p>The graduate assistant will assist undergraduate faculty in helping prepare materials for class, proctor exams, show films/DVDs, and assist with lectures. He or she will also serve as tutor to both majors and non-majors in History and Political Science courses. The graduate assistant may also help the department track History, Political Science, Pre-Law, Middle East Studies, Public History, and Foreign Service programs.</p> <p>Mentor: Dr. Tona Hangen</p>	<p>BA in History</p>	<p>15 hours per week when classes are in session</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$14.00 per hour.</p>
<p>02G18 OPEN</p>	<p>Non Profit Management Research/Teaching Assistant</p> <p>Reporting to the program coordinator, the research/teaching assistant will assist in research and teaching activities, as well as administrative activities related to the Non Profit Management Program in particular, and the Urban Studies Department in general. Duties will include: assisting faculty members with research-related activities such as compilation of sampling frames, participant screening, data collection, data entry, online survey administration, and preparation of poster presentations; assisting faculty members with classroom-related activities including preparation of handouts and other teaching</p>	<p>Excellent Microsoft Office Skills, Knowledge of Qualtrics Software, Good Writing and Communication Skills, Good Organization Skills</p>	<p>15 hours per week when classes are in session</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$14.00 per hour.</p>

	<p>materials; updating department and program websites as directed.</p> <p><i>Mentor: Dr. Shiko Gathuo</i></p>			
<p>03G18 OPEN</p>	<p>Graduate Assistant for Community/Public Health Clinical Specialty Track</p> <p>The responsibilities of the graduate assistant are to:</p> <ol style="list-style-type: none"> 1) Assist Graduate Coordinator in other administrative/clerical work 2) Provide support at student events (such as orientation) 3) Market and promote MSN in Community/Public Health Nursing program by creating marketing materials and holding information sessions at WSU and health care organizations 4) Ensure that enrolled students are kept abreast of course schedules, collect and maintain/file student work, and develop questionnaires or surveys to evaluate the effectiveness of the programs 5) Research current trends, case studies, and other materials that are relevant for the program 6) Provide academic support to students through weekly tutoring <p><i>Mentor: Dr. Stephanie Chalupka</i></p>	<p>Must be mature, professional, flexible, and detail-oriented. Ability to protect student/department privacy and respect confidentiality. Experience needed with Microsoft Word and PowerPoint. Applicants must be matriculated in the MS in Nursing (Community/Public Health) program.</p>	<p>15 hours per week when classes are in session. No predefined hours. Schedule can be flexible.</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$14.00 per hour.</p>

<p>04G18 OPEN</p>	<p>Speech-Language-Hearing Clinical Administrator/ Teacher</p> <p>The graduate assistant will be responsible for assisting with the operation of the Worcester State University Speech-Language-Hearing Center. Responsibilities include disseminating surveys and analyzing their results, as well as scheduling screenings, evaluations, and treatment services. The graduate assistant will also coordinate and participate in guided observation sessions and read/review accompanying assignments. In addition, this graduate assistant will be required to assist in the presentation of information at clinic-related meetings (e.g., observation workshops and pre-practicum).</p> <p>Mentor: Director Ann T. Veneziano-Korzec</p>	<p>Graduate students with a minimum of two academic semesters (e.g. first summer and first fall semester completed) in the WSU Speech Language Pathology program. Must be mature, professional, flexible, and detail-oriented. Ability to protect client/student/department privacy and respect confidentiality. Experience needed with Microsoft Word and Excel. Experience with Access is preferred but not required.</p>	<p>15 hours per week when classes are in session.</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$14.00 per hour.</p>
<p>05G18 OPEN</p>	<p>Graduate Assistant in Communication Sciences Disorders (<i>two positions available</i>)</p> <p>The responsibilities of the graduate assistants in the Department of Communication Sciences and Disorders will include providing assistance to department members with academic projects including the management of laboratory equipment and in-classroom projects, tutoring students, assisting with design and grading of exams, lecture presentation, and other course management responsibilities. These positions may also</p>	<p>Must be enrolled in the graduate Speech-Language Pathology program.</p>	<p>15 hours per week when classes are in session.</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$14.00 per hour</p>

	<p>entail assisting department members with ongoing scholarship projects including conducting literature reviews and library research, data collection and management, and preparation of materials for submission to HSRB and/ or funding agencies. The graduate assistants will also provide, on a small scale, department members with administrative support.</p> <p><i>Mentor: Dr. Susanna Meyer</i></p>			
<p>06G18 OPEN</p>	<p>Graduate Assistant in Occupational Therapy (<i>two positions available</i>) The graduate assistant in the Occupational Therapy Department may have duties in the following areas: <u>Teaching Support</u>: The OT graduate assistant will help OT faculty in labs and classes by assisting other students, group tutoring, setting up equipment and the classroom, and may also prepare and deliver one or two lectures. <u>Research</u>: The OT graduate assistant will help individual faculty conduct literature searches, create surveys, analyze data, and will have additional input when necessary. <u>Administrative</u>: The graduate assistant will help the Chair conduct surveys of all constituents by creating data sets, analyzing the data in SPSS, and then writing up descriptive summaries of the results. The graduate assistant will also help maintain and organize supplies and materials in the OT Assessment Room.</p> <p><i>Mentor: Dr. Patricia Donovan</i></p>	<p>Must be an MOT student (post bac or conditional)</p>	<p>15 hours per week when classes are in session. Note: Student will not need to work when participating in Fieldwork II.</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$14.00 per hour.</p>

<p>CLOSED</p>	<p>Graduate Assistant for Early Childhood Education</p> <p>The graduate assistant will:</p> <ul style="list-style-type: none"> • Assist in research and teaching activities related to the Early Childhood Graduate and Continuing Education Activities, including the <i>Educator Provider Support Grant</i> and the <i>Improving Teacher Quality Grant</i> • Assist in administrative activities related to the Early Childhood Graduate and Continuing Education Activities, including the <i>Educator Provider Support Grant</i> and the <i>Improving Teacher Quality Grant</i> • Assist with scheduling and monitoring <i>Mixed Reality Simulations</i> for graduate and undergraduate Education Students • Support adjunct faculty with the use of Blackboard and the submission of syllabi, practicum forms, and any other required documentation related to the Early Childhood Graduate Programs • Assist faculty with marketing and promoting programs to a broad community, including local public school districts • Collect and maintain/ file student work and develop questionnaires and collect data that demonstrates the effectiveness of the programs • Working with coordinators, research case studies and other materials that 	<p>Ability to work independently and cooperatively with coordinators and others. Basic knowledge of the focus of the Early Childhood Education program. Ability to communicate professionally, utilize technology, and be creative in terms of recruitment. Demonstrate attention to detail, the importance of accuracy, and effective use of time. Experience working on the various Microsoft Office software as well as other relevant software.</p>	<p>15 hours per week when classes are in session.</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$14.00 per hour.</p>
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	<p>might be useful to course delivery/ learning</p> <p><i>Mentor: Dr. Carol Donnelly</i></p>			
CLOSED	<p>Graduate Assistant for Elementary Education</p> <p>The graduate assistant will:</p> <ul style="list-style-type: none"> • Assist in research and teaching activities related to the Elementary Education program • Support adjunct faculty with the use of Blackboard and the submission of syllabi, practicum forms, and any other required documentation related to the Elementary Education Graduate Program • Assist faculty with marketing and promoting programs to a broad community, including local public school districts • Collect and maintain/ file student work and develop questionnaires and collect data that demonstrates the effectiveness of the programs • Working with coordinators, research case studies and other materials that might be useful to course delivery/ learning <p><i>Mentor: Dr. Christina Kaniu</i></p>	<p>Ability to work independently and cooperatively with coordinators and others. Basic knowledge of the focus of the Elementary Education program. Ability to communicate professionally, utilize technology, and be creative in terms of recruitment. Demonstrate attention to detail, the importance of accuracy, and effective use of time. Experience working on the various Microsoft Office software as well as other relevant software.</p>	<p>15 hours per week when classes are in session.</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$14.00 per hour.</p>

<p>CLOSED</p>	<p>Graduate Assistant in Reading</p> <p>The graduate assistant will assist the Graduate Reading coordinator with program webpage, communications and dissemination of program resources to students and adjunct faculty. The graduate assistant will facilitate MTEL teacher education test preparation study groups and help disseminate information about MTEL teacher tests. The graduate assistant will be an on-site coordinator for pre-service teachers as they complete a pre-service pre-practicum experience in a before-school program. The graduate assistant will assist the graduate coordinator with research, including conducting literature reviews.</p> <p><i>Mentor: Dr. Pam Hollander</i></p>	<p>Ability to communicate professionally orally and in writing. Ability to prioritize and work independently. Excellent computer skills (i.e. Microsoft Office, Gmail website). Dependable. Well-developed organizational skills. Knowledge of education through undergraduate degree in education or similar field would be preferable. Ability to take on a leadership role with undergraduate students is also important.</p>	<p>15 hours per week when classes are in session.</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$14.00 per hour.</p>
<p>07G18 OPEN</p>	<p>Education Dept Program/Teaching and Technology Assistant</p> <p>This position will provide program and teaching support in the Education Department, including designing and maintaining program and course websites, and supporting graduate coordinator in program administration, program assessment, marketing programs, and teaching support.</p> <p><i>Mentor: Dr. Sara Young</i></p>	<p>Ability to communicate professionally orally and in writing, including strong proofreading skills. Ability to prioritize and work independently. Technology skills and interest including experience with website design and maintenance (Google sites), Excel, iPads, BlackBoard, Google Tools, etc. Well-developed organizational and research skills. Interest in research, education, program administration and technology.</p>	<p>15 hours per week when classes are in session. Work hours will be negotiated based on student schedule, but will include some time on Tuesdays and/or Thursdays during the day.</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$14.00 per hour.</p>

<p>08G18 OPEN</p>	<p>Research, Teaching and Middle/Secondary Program Support</p> <p>This position will provide program and teaching support in the Middle and Secondary Education Programs. The GA will also assist areas of multicultural children’s literature, literacy, and multicultural/global education.</p> <p><i>Mentor: Dr. Sara Young</i></p>	<p>Ability to communicate professionally orally and in writing, including strong proofreading skills. Ability to prioritize and work independently. Well-developed organizational and research skills. Interest in research, education, program administration and technology.</p>	<p>15 hours per week when classes are in session. Work days/hours will be negotiated based on student and faculty schedule</p>	<p>Up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II) and a stipend of \$14.00 per hour.</p>
<p>CLOSED</p>	<p>Graduate Assistant in Moderate Disabilities Graduate Program</p> <p>The responsibilities of the graduate assistant are:</p> <ol style="list-style-type: none"> 1. Assist and communicate with all adjunct faculty on a regular basis to ensure syllabi, resumes, practicum forms, and any other required material such as grades are submitted in a timely fashion. Assist all faculty, full time and adjuncts, in other administrative/clerical work. 2. Market and promote the Moderate Disabilities program by creating marketing materials and holding information sessions at WSU and other college campuses, and school districts (north and west of Worcester). 3. Ensure that enrolled students are kept abreast of course schedules and required state assessments, collect and maintain/file student 	<ul style="list-style-type: none"> • Ability to work independently and cooperatively with coordinators and other faculty and staff in the Education Department. • Basic knowledge of the Moderate Disabilities programs. Ability to communicate professionally, utilize technology, and be creative. • Demonstrate attention to detail and effective use of time. • Maintain a high level of professionalism. • Knowledge of Microsoft Access and Excel and other Google tools. • Excellent reading and writing skills. <p>Note: graduate students who</p>	<p>15 hours per week when classes are in session.</p>	<p>Up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II) and a stipend of \$14.00 per hour.</p>

	<p>work, and develop questionnaires or surveys to evaluate the effectiveness of the programs.</p> <ol style="list-style-type: none"> 4. Coordinate training and meetings that will help adjunct faculty utilize BlackBoard and other technology to encourage course delivery. 5. Research current trends, case studies and other materials that are relevant for the program. 6. Work with students to prepare them for the Communications and Literacy MTEL: Reading and Writing. <p><i>Mentor: Dr. Sue F. Foo</i></p>	<p>have taken or who have good knowledge of the Communications and Literacy MTEL are strongly encouraged to apply.</p>		
<p>09G18 OPEN</p>	<p>Graduate Assistant for the School Psychology Program Year One</p> <ol style="list-style-type: none"> 1. Assist in recruitment of new WSU School Psychology students <ul style="list-style-type: none"> - Design posters, obtain Coordinator approval and interact with the Printing Office to obtain posters for dissemination - Distribute Approved Posters - Present information about the School Psychology Program at Graduate Schools, Psychology classes or job fairs specific to the program - Create “social opportunities” for prospective, interested students to ask questions, etc. 2. Continually update School 	<p><i>Note: This is a Two Year appointment.</i></p> <p>Matriculated School Psychology student. Organized and computer savvy. Good communications skills. Strong professional work disposition.</p>	<p>15 hours per week when classes are in session. Year One, the schedule will be determined in collaboration with the program coordinator. Thursday is a probable day to fulfill some of the duties identified. Year Two, at least an 8 hour block continuously on Tuesdays.</p>	<p>Up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II) for two years and a stipend of \$14.00 per hour.</p>

	<p>Psychology Website</p> <ol style="list-style-type: none"> 3. Student Liaison with the National Association of School Psychology 4. Assist with the management of materials library for the School Psychology Program 5. Other duties as determined by the Program Coordinator <p>Year Two—Tues all day on campus</p> <ol style="list-style-type: none"> 1. Assist in the courses: EP 903 and EP 904 <ul style="list-style-type: none"> - Present topics specified by the Professor (teaching opportunity) - Administer competency exams to first year students - Score protocols 2. Lead EP 903L and EP 904L Labs <ul style="list-style-type: none"> - Deliver prescribed administration and scoring exercises in Labs - Assist students in test administration practice 3. Manager of the materials library for the School Psychology Program <p><i>Mentor: Dr. Diane Cooke</i></p>			
CLOSED	<p>Nurse Education Graduate Assistant (two positions)</p> <p>The graduate assistant[s] will assist with administrative activities, research, programmatic activities, and student support including:</p>	<p>Applicants must be matriculated in the MS in Nursing Education program.</p>	<p>15 hours per week when classes are in session.</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$14.00 per hour.</p>

	<p>1) Record keeping of incoming documents; Maintain the hard copy files and electronic databases for the graduate programs</p> <p>2) Assist at student events such as orientation/recruitment/open houses.</p> <p>3) Offer teaching support to Grad NUE faculty, including assisting in the preparation of classroom materials, leading discussion groups, or helping with other instructional/classroom activities</p> <p>4) May help with study sessions and/ or the tutoring of undergraduate and graduate students.</p> <p>5. May work on specific projects related to the Nursing Major under direct/indirect Nurse Ed faculty supervision</p> <p>Mentor: Dr. Melissa Duprey</p>			
<p>10G18 OPEN</p>	<p>Graduate Assistant for M.S. in Management (<i>two positions available</i>)</p> <p>The graduate assistants will assist the graduate faculty, the graduate coordinator of the M.S. in Management program, and the Business Administration and Economics Department in the following ways:</p> <ul style="list-style-type: none"> The graduate assistants will provide administrative support and assistance in continuing the awareness campaign for the 4plus1 program between the BA undergraduate major and the M.S. in Management graduate program. The student will assist in activities 	<p>Preference will be given to students who are matriculated in the M.S. in Management degree program, and who have completed their undergraduate degree in Business Administration from Worcester State University.</p>	<p>15 hours per week when classes are in session. Student availability must include the following times as part of their 15 total work hours per week (1 graduate assistant should be able to complete the “A” schedule and the other graduate assistant should be able to complete the “B” schedule plus other hours to be determined for next fall).</p> <p>A) Mondays/Wednesdays 12-5:30 pm</p> <p>B) Tuesdays/Thursdays 10 am – 3:30 pm</p>	<p>Up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II) and a stipend of \$14.00 per hour.</p>

	<p>such as the preparation of brochures and/or web-based content, scheduling and helping to conduct information sessions, developing databases for interested students, etc. Preference will be given to students who have completed their undergraduate degree in Business Administration from Worcester State University</p> <ul style="list-style-type: none"> • The graduate assistants will offer teaching support to the graduate coordinator and to the graduate faculty in the Department of Business Administration and Economics including assisting in the preparation of classroom materials, leading discussion groups, or helping with other instructional activities. Limited grading of objective-question based homework or quizzes may also be assigned. • The graduate assistants may serve as research assistants for faculty projects as needed by the graduate coordinator and graduate faculty. They may assist professors in conducting research that may lead to a joint public presentation or a joint authorship of a publication. • The graduate assistants may help with study sessions and/or the 			
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	<p>tutoring of undergraduate and graduate students.</p> <ul style="list-style-type: none"> The graduate assistants will provide clerical and administrative support for the graduate faculty as needed. This will include the updating of databases and files for the graduate programs in the Department of Business Administration and Economics as organized by the graduate coordinator. Experience with Microsoft Excel for PC use is required. <p><i>Mentor: Dr. Elizabeth Wark</i></p>			
CLOSED	<p>ESL Program Graduate Assistant</p> <p>A graduate student who is interested in language learning, second or foreign language instruction to promote communication among learners from different linguistic/cultural backgrounds, to help language learners understand multiple perspectives of learning and meaning making. This student should have knowledge and/or ability in non-European languages like Arabic, Chinese (Mandarin and other varieties), Hebrew, Farsi, etc. and European languages experience such as Spanish, Portuguese, French, etc. Based upon language and teaching experiences, the graduate assistant will create PowerPoint presentations and class demonstrations to illustrate linguistic and cultural characteristics of English in</p>	<p>Knowledge of one or more non-European languages like Chinese, Arabic, Hebrew, etc., as well as European languages like Spanish, Portuguese, French, etc.</p> <p>Has EFL (English as a Foreign Language) teaching experiences such as having interned and/or taught abroad.</p>	<p>15 hours per week when classes are in session. Work schedule to overlap with ESL and other graduate offerings possibly with the following schedule: Monday – Thursday 3:30- 7:30 for a total of 15 hours/week.</p>	<p>Up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II) and a stipend of \$14.00 per hour.</p>

	<p>contrast to one or more of these other languages. The variety of languages presented will help ESL and language graduate students (e.g., Spanish, Communications Science) understand the differences between the phonology, morphology and syntax among these languages, and how these contrasts may affect language learning depending on the first language (L1) of the English Language Learner (ELL).</p> <p><i>Mentor: Dr. Margarita Pérez</i></p>			
<p>11G18 OPEN</p>	<p>Licensure Office Graduate Assistant <i>(two positions available)</i></p> <p>The graduate assistant will communicate with licensure and graduate coordinators and assist the licensure office in developing programmatic materials. In addition, the assistant will collect, input and analyze data required by national accreditors. This position communicates regularly with license candidates regarding resources and deadlines and develops materials to explain program processes that can be posted to the department program websites. There will be opportunities to research and develop training materials which can be used by supervising practitioners and university program supervisors. The assistant will also develop and manage a communication system to share information and to track students in programs. The graduate assistant will also develop and maintain a database of</p>	<p>Ability to communicate professionally orally and in writing. Ability to prioritize and work independently. Excellent computer skills (i.e. Microsoft Office and Gmail website). Dependable. Well-developed organizational skills. Familiarity with MTEL. Ability to locate and evaluate online/offline resources of Post-Baccalaureate licensure programs.</p>	<p>15 hours per week when classes are in session.</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$14.00 per hour.</p>

	<p>supervising practitioners and program sites. The assistant will research and assist in the development, implementation and evaluation of material to train supervisors and students on the new DESE Candidate Assessment of Performance (CAP).</p> <p><i>Mentor: Dr. Ray Lewis</i></p>			
12G18 OPEN	<p>Faculty Research Support Technician in Biotechnology</p> <p>The graduate assistant will provide technical support within the department which may include:</p> <ul style="list-style-type: none"> • Preparation of materials, samples, cultures and reagents • Assembly and installation of lab equipment • Demonstration and instruction to students and/or other Lab users of proper lab equipment operation • Cleaning and maintain laboratory areas and equipment <p><i>Mentors: Dr. Ellen Fynan and Dr. Steven Oliver</i></p>	<ul style="list-style-type: none"> • Matriculated M.S. in Biotechnology student • B.S. in Biology or related field • Able to work independently with minimal supervision • Knowledge of proper use and storage of chemicals • Knowledge of fundamental lab principles and procedures, including safety procedures • Knowledge of procedures used to prepare solutions, media, and cultures 	15 hours per week when classes are in session.	Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$14.00 per hour.
13G18 OPEN	<p>Graduate Assistant in English</p> <p>Duties will include: Assisting in research, assistance in conference presentations, gathering research data, manuscript preparation, data entry, assistance in organization of department functions and events, technical assistance in course</p>	Requisite skills would include reading and writing ability commensurate with graduate standing. Editing and oral communication skills expected; demonstrated organizational skills are a plus. Some teaching/librarian experience in	15 hours per week when classes are in session.	Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$14.00 per hour.

	offerings, assistance in the recruitment of students and technical maintenance of information delivery system. <i>Mentor: Dr. Dennis Quinn</i>	secondary school level would also be looked upon favorably.		
14G18 OPEN	<p>Graduate Assistant in Health Care Administration</p> <p>The graduate assistant will provide administrative support to the graduate coordinator and to the graduate faculty in the Department of Business Administration and Economics including the following:</p> <ol style="list-style-type: none"> 1) Maintain the hard copy files and electronic databases for the graduate programs (Excel experience required); 2) Offer teaching support, including assisting in the preparation of classroom materials, leading discussion groups, or helping with other instructional activities; 3) May serve as research assistants for faculty projects as needed by the graduate faculty; and 4) May help with study sessions and/ or the tutoring of undergraduate and graduate students. <p><i>Mentor: Dr. Robert Holmes</i></p>	Students who are matriculated in the M.S. in Health Care Administration program are preferred.	15 hours per week when classes are in session.	Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$14.00 per hour.

<< SEE BELOW FOR LIST OF CAMPUS SUPPORT PLACEMENT OPPORTUNITIES >>

Campus Support Placements (CSP)				
Position Number	Job Description	Recommended Qualifications	Required Work Hours	Assistantship Benefits
15C18 OPEN	<p>Technical Lab Assistant in Biotechnology – Evening Technician</p> <p>Provides technical support within the department which may include:</p> <ul style="list-style-type: none"> • Preparation of materials, samples, cultures and reagents • Assembly and installation of lab equipment • Demonstration and instruction to students and/or other lab users of proper lab equipment operation • Cleaning and maintaining laboratory areas and equipment <p><i>Supervisors: Dr. Ellen Fynan and Dr. Steven Oliver</i></p>	<ul style="list-style-type: none"> • B.S. in Biology or related field • Able to work independently with minimal supervision • Knowledge of proper use and storage of chemicals • Knowledge of fundamental lab principles and procedures, including safety procedures • Knowledge of solution, media, and culture preparation 	<p>12 hours per week when classes are in session.</p> <p>Evening hours, to be determined.</p>	<p>\$2,898 or up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II).</p>
16C18 OPEN	<p>Career Services Graduate Assistant – Employer Relations Graduate Assistant</p> <p>The CSP Graduate Assistantship position is a para-professional role within the Career Services department and reports to the designated professional staff member in the Career Services Office. The graduate assistant is expected to contribute to the development, supervision and evaluation of employer relations, campus events and the website.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Proactively develop and implement strategies designed to increase employment opportunities for students and alumni. 	<ul style="list-style-type: none"> • Some experience in program/event planning. • Requires computer skills including: word processing, spreadsheets, and databases. • Must have the ability to effectively interact with faculty, staff, students, employers and administrators. • Effective communication skills required. 	<p>12 hours per week when classes are in session. Needs to work majority of hours between 9am-5pm, with minimal night and weekend hours as needed.</p>	<p>\$2,898 or up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II).</p>

	<ul style="list-style-type: none"> • Manage an on-campus recruiting program consistent with professional standards. • Conduct outreach to employers to develop jobs and internships for students and alumni. • Maintain, update and expand electronic employer database. • Assist career staff in coordinating career workshops and career fairs. • Compile and report data on employer relations activities; assess employer relations efforts and provide feedback as to the effectiveness of such efforts. • Assist in the maintenance of the Career Services website. • Other duties as assigned. <p><i>Supervisor: Jillian Anderson</i></p>			
<p>17C18 OPEN</p>	<p>Academic Success Center – Academic Success Graduate Assistant</p> <p>The Academic Success Center graduate assistant will work directly with the Assistant Dean and other members of the Academic Success Center staff on programs related to student success. The graduate assistant will focus mainly on the ASC Tutoring Program, but will also assist with day to day office operations. Responsibilities will include:</p> <ul style="list-style-type: none"> • Along with the Tutoring Coordinator, develop training program for tutors in the fall and spring. • Identify which courses are in need of tutoring services in concert with faculty members. • Develop tutoring schedule among tutors, faculty and course offerings each semester. 	<p>Applicant should express interest in project management and development, supervision of student leaders and program assessment.</p>	<p>12 hours per week when classes are in session. Must work when the center is open, Monday through Friday between 8am and 5pm.</p>	<p>\$2,898 or up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II).</p>

	<ul style="list-style-type: none"> • Maintain social media and promotion of tutoring activities via email, social media and traditional marketing tools. • Create assessment tool to measure the success of tutoring programs. • Maintain attendance for tutoring sessions and compile data at the end of each semester. <p><i>Supervisors: Tammy Tebo</i></p>			
<p>18C18 OPEN</p>	<p>Athletics Administration Graduate Assistant</p> <p>Responsibilities will include:</p> <p>Sports Information: assist with marketing and promotions plan including assistance with weekly press releases and social media applications, capturing and categorizing athletics images during miscellaneous home events, aiding in the design and layout of recruiting brochures and other game day tasks as assigned.</p> <p>Home Game Event Management: attend several sporting events at WSU and provide assistance as needed. Create an event management administrative guide for staff to include policies, procedures and regulations.</p> <p>Intramurals: assist with the marketing of programs offered at WSU as well as refereeing various intramural contests.</p> <p>Equipment: assist with the management of equipment inventory.</p> <p>Sales and Marketing: identify and proactively</p>	<ul style="list-style-type: none"> • Desire to work in the Athletics Administration industry upon graduation. • Available to work weekends and evenings when needed. • General knowledge of the various sports that are offered at WSU. • Being a former intercollegiate student-athlete is a plus. • Ability to work within a team environment. • Good time management skills and the ability to multi-task. 	<p>12 hours per week when classes are in session. Hours are flexible, but are often in the evenings and some weekends.</p>	<p>\$2,898 or up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II).</p>

	<p>engage groups, organizations, and sponsors that would be good candidates to support WSU's athletic teams via ticket or sponsorship sales.</p> <p>Other: perform additional duties as assigned by the Athletics Director.</p> <p><i>Supervisor: Nikki Narducci</i></p>			
19C18 OPEN	<p>Center for Teaching and Learning Graduate Assistant</p> <p>Responsibilities will include: help organize and plan events sponsored by the Center; send out announcements regarding events sponsored by the Center; collaborate with professors who coordinate and lead events; help maintain the Center's website; keep track of data used for the Center's records; file and organize the Center's materials; assist in writing and editing the Center's brochures, announcements, etc.; conduct literature searches related to the Center's initiatives; and perform other duties as assigned by the Director.</p> <p><i>Supervisor: Dr. Sue F. Foo</i></p>	<p>Qualifications include: strong interpersonal skills, word processing skills, basic knowledge of Excel, attention to detail, ability to work independently, and a sense of professionalism.</p>	<p>12 hours per week when classes are in session. Requires graduate assistant to be available for the winter and summer institutes.</p>	<p>\$2,898 or up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II).</p>
20C18 OPEN	<p>Graduate Student Coordinator for WSU Presidential Student Ambassadors</p> <p>The President's Office Graduate Assistantship is a position where the graduate assistant will be in charge of the Presidential Student Ambassadors (PSA) Program. The graduate assistant will coordinate PSA's to work specific events, lead bi-weekly meetings with Ambassadors, create and run a one-day training in August and communicate with various offices across campus. For more</p>	<p>Organizational skills, leadership skills and the ability to plan and run meetings.</p>	<p>12 hours per week when classes are in session.</p> <p>Hours have not been pre-determined.</p>	<p>\$2,898 or up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II). Stipend of \$3,000 offered (\$1,200 Fall, \$1,200 Spring, \$600 Summer I or II (if program continues through summer).</p>

	<p>information about the program go to: www.worcester.edu/Presidential-Student-Ambassadors</p> <p><i>Supervisor: Nikki Kapurch</i></p>			
<p>21C18 OPEN</p>	<p>Graduate Assistantship in the Office of Student Conduct – CSP for the Office of Student Conduct</p> <p>The graduate assistant will be responsible for overseeing ImageNow file upload and indexing. The OSC has gone to an electronic filing system. The graduate assistant will make all files “scan ready” and be responsible for coordinating the pick up by Administrative Services. Once these files are electronically received back, the graduate assistant will be responsible for the indexing of all files by name. In addition, the GA will be trained as a member of the campus conduct and appeal boards. Lastly, the GA will be responsible for sending out parental notification letters on a monthly basis for those in violation of alcohol and drug policies.</p> <p><i>Supervisor: Joshua Katz</i></p>	<p>Organized with basic computer skills and the ability to work independently. Strong communication and phone skills needed. GA MUST sign a confidentiality waiver upon starting work.</p>	<p>12 hours per week when classes are in session. The hours will be mutually agreed upon by the student and the supervisor. The Office of Student Conduct is open between 8:00am and 5:00pm, Monday – Friday. The preferred hours are 2 afternoons until 5:00pm, but these can be discussed with the student.</p>	<p>\$2,898 or up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II).</p>
<p>22C18 OPEN</p>	<p>Graduate Assistant for Residence Life</p> <p>The duties of this position include:</p> <ul style="list-style-type: none"> • Hold an average of 8 office hours/week • Assist in yearly assessments including surveys, focus groups and personal interviews • Assist with Residence Life Late Night Programs 	<ul style="list-style-type: none"> • Preferred experience with assessment and surveying groups. • Preferred programming experience • Preferred Residence Life experience 	<p>12 hours per week when classes are in session. Student will be required to work traditional and non-traditional hours based on</p>	<p>\$2,898 or up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II).</p> <p>On-campus residency provided.</p>

	<ul style="list-style-type: none"> • Actively participate in Residence Life processes, including but not limited to RA Selection, Annual Community Service Initiatives and other processes as assigned. • Meet bi-weekly for one on one meetings • Attend professional staff meetings, as requested • Complete daily tasks and assignments, as assigned <p><i>Supervisor: Katherine Cleary</i></p>		assignments.	
<p>23C18 OPEN</p>	<p>Library Archives Assistant</p> <p>The WSU Archives seeks a Graduate Assistant to process archival collections, develop reference materials, and to assist with archives activities and programs.</p> <p>The GA will work closely with historical collections to evaluate contents, organize and arrange materials, create inventories and historical background notes, and write finding aids. The Archivist will train the GA in professional archival practice, and supervise the application of that practice.</p> <p>The GA will also develop reference files by researching and creating historical and biographical profiles of people, places and events related to WSU history.</p> <p>Other tasks include assisting the Archivist with researching reference questions, developing exhibits, and general projects including shifting materials, and developing shelf lists.</p>	<p>Research and writing skills in the subject of history. Library skills relevant to finding books and searching databases. General knowledge and interest in the field of American History, especially local and regional history.</p>	<p>12 hours per week when classes are in session</p>	<p>\$2,898 or up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II)</p>

	<p>Along with applying professional archive skills, the GA will apply advanced research and writing skills in the field of history, hands-on skills to handle fragile historical materials, and intellectual skills to evaluate and organize archives, records, and manuscripts.</p> <p><i>Supervisor: Ross Griffiths</i></p>			
<p>24C18 OPEN</p>	<p>Student Accessibility Services Graduate Assistant – Program Development and Accessibility Assistant</p> <p>The Program Development and Accessibility Assistant will build upon the existing PAL (Peer Advisory Leadership) program: 1. Conduct focus groups with current students to explore impact of peer advisory program. 2. Update training manual based upon best practices. 3. Update criteria for mentors and mentees. 4. Develop outreach campaign for mentors and mentees. 5. Co-facilitate training sessions for mentors and mentees. 6. Develop student learning outcomes and assessment tools. 7. Meet with mentors and mentees on monthly basis (workshops and check-ins). 8. Assist with evaluation of physical accessibility on campus.</p> <p>The Peer Mentor Program will focus on at-risk students, including incoming first year, first generation and transfer students.</p> <p>The Program Development and Accessibility Assistant will provide hands-on evaluation of accessibility features and barriers on campus, including testing automatic door openers,</p>	<ul style="list-style-type: none"> • Pursuing graduate degree in a related field: Occupational Therapy, Education, or Speech Pathology. • Excellent interpersonal and communication skills. 	<p>12 hours per week when classes are in session</p>	<p>\$2,898 or up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II)</p>

	elevators, etc. <i>Supervisor: Frances Manocchio for Accessibility Kelly McGill Seega for Program Development</i>			
25C18 OPEN	History and Political Science – Public History Program Support Graduate Assistant In order to support the Worcester State University’s Public History Program, the graduate assistant will work with the logistical and programming needs of the Public History minor and related curricular and co-curricular announcements and activities. Duties include planning events, outreach to area institutions, social media and marketing, and tutoring/academic support for undergraduates in Public History. <i>Supervisor: Erika Briesacher</i>	Pursuing public history or related coursework at the MA level (including NPM, MPA, MBA, English, and other programs). Proficiency with Microsoft Office suite required. Wordpress, social media, campus calendaring and reservation software skills a plus.	12 hours per week when classes are in session. Schedule is flexible but will be within normal business hours, and may include support of evening or weekend events.	\$2,898 or up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II)
26C18 OPEN	Honors Graduate Assistant The Honors graduate assistant is an essential member of the honors leadership team and collaborates with the faculty directors, and administrative assistant. The responsibilities include the following areas: <ul style="list-style-type: none"> • Plan and host co-curricular events to foster community and build cultural capital among students • Serve as a peer mentor and advisor for the program, • Communicate with honors students through a weekly newsletter, website, and update the calendar, twitter and instagram page. • Recruit prospective honors students throughout 	Strong preference given to Honors Program graduates. Familiarity with campus organizations (Academic Success Center, Residence Life, Commuter Services, Multicultural Affairs, etc.). Strong oral and written communication skills. Ability to work independently and as part of a team.	12 hours per week when classes are in session.	\$2,898 or up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II). A stipend of \$2,400 per term is provided by the Honors Program.

	<p>the admissions cycle</p> <p><i>Supervisor: Meghna Dilip</i></p>			
<p>27C18 OPEN</p>	<p>Academic Affairs/Institutional Research Board – Graduate Assistant</p> <p>GA will assist the IRB in four primary areas: (1) development the IRB-sponsored comprehensive WSU Research Website for faculty, graduate students, and undergraduates, (2) development of a comprehensive body of policies covering research at WSU, (3) expansion of research support structures at WSU, and (4) identification of research opportunities, which will include monitoring various grantor newsletters, announcements, etc.; identifying new potential grants appropriate for research interests at WSU; coordinating a research grant possibility database; and assisting with relationship development between WSU and potential grantors.</p> <p><i>Supervisor: Henry Theriault</i></p>	<p>Successful candidate should have good written and oral communication skills, as well as the ability to function independently in the completion of multistep tasks and careful attention to detail. Enthusiasm for building the research agenda of WSU is a plus.</p>	<p>The work can be flexibly scheduled during normal work hours (roughly 8am to 5pm). The only required time would be a committee meeting held approximately once per month.</p>	<p>\$2,898 or up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II).</p>
<p>28C18 OPEN</p>	<p>Library Research Help Service – Library Research Help Service Assistant</p> <p>This graduate assistant position will support the library research help service by assisting the teaching and learning librarians with maintaining the library collections and working on various special projects. The librarians will work closely with the assistant to develop his/her knowledge of resources and collections, and skills of searching documents and conducting research projects. The assistants main tasks will include:</p>	<ul style="list-style-type: none"> • Familiarity with library collections and databases • Proficiency in searching a variety of sources to support research • Ability to edit web pages in content management system • Excellent written and verbal communication skills • Ability to work independently and in a team 	<p>15 hours per week when classes are in session.</p>	<p>\$2,898 or up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II).</p>

	<ul style="list-style-type: none"> • Processing the library reference collections including the law collection. • Finding articles or documents to support the special projects and research proposals. • Maintaining the web presence of library research help service. • Helping librarians to design survey questions and assess survey data. • Assisting organizing library outreach events and book displays. <p><i>Supervisor: Shu Qian</i></p>	<ul style="list-style-type: none"> • Previous experience with data analysis and assessment preferred 		
29C18 OPEN	<p><i>Urban Action Institute – Graduate Assistant</i></p> <p>The Program Assistant provides the UAI with support on all of its operational endeavors. This includes the WSU Teaching Garden, managed by the UAI, ELL courses, as well as co-curricular events promoting food justice, sustainability, and social justice. The Program Assistant will support the work in an outdoor garden classroom and support UAI Staff Assistant to implement events such as the Empty Bowl Event, the Sustainability and Food Day Fair, student orientation. This position will also support the UAI in its efforts to monitor its program progress and to evaluate program success.</p> <p><i>Supervisor: Adam Saltsman</i></p>	<p>Excellent organization skills. Excellent interpersonal and communication skills (verbal and written). Motivated, with demonstrated ability to work independently and as part of a team. Experience of urban gardening, farming or related experience, preferred but not required.</p>	<p>There is flexibility for work hours, but these hours preferably include Tuesday/Thursday 10am – 1pm.</p>	<p>\$2,898 or up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II).</p>
30C18 OPEN	<p><i>Aisiku STEM Center PAL Graduate Assistant</i></p> <p>The position of the Aisiku STEM Center Graduate Assistant is to provide support for the Peer Assisted Learning Program (PAL) run by the</p>	<p>The Aisiku STEM Center Graduate Assistant should have good organizational and communication skills, as well as strong computer</p>	<p>12 hours per week when classes are in session. There will be no</p>	<p>\$2,898 or up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II).</p>

	<p>STEM center. This program provides support to students in key STEM classes through student-led, instructor-supported, group study and review sessions run by trained student facilitators. Responsibilities of the Assistant will include: help organize and plan PAL training and events; publicize the PAL program; collaborate with professors who coordinate and lead events; collect and organize PAL related data; file and organize the Center’s materials; assist in writing and editing the PAL brochures, announcements, etc.; help schedule PAL sessions and maintain the calendar for the Center space; perform observations for PAL sessions; and perform other duties as assigned by the Director.</p> <p><i>Supervisor: Daron Barnard</i></p>	<p>skills: comfortable working with the University Mail, Calendar, and Google Drive</p>	<p>predefined work hours, but this will require some flexibility to be able to attend PAL sessions at different times of the day/evening.</p>	
<p>31C18 OPEN</p>	<p><i>Latino Education Institute – Program Evaluation Specialist</i></p> <p>The program evaluation specialist (Graduate Assistant) will assist LEI with program research, implementation and evaluation of LEI K-12 programs. Responsibilities include:</p> <ul style="list-style-type: none"> • Conducting program observations using tool • Administering pre and post surveys, focus groups, retrospective surveys • Analyzing data from assessment tools • Writing and presenting a comprehensive report with supporting data • Research of best practice strategies for program evaluations <p><i>Supervisor: Hilda Ramirez</i></p>	<ul style="list-style-type: none"> • Preferred experience with assessment and surveying groups • Preferred programming experience • Detail oriented, organized • Excellent written and verbal communications skills • Bilingual (Spanish) preferred 	<p>12 hours per week when classes are in session. Flexible schedule around student’s class schedule and the office hours of the LEI which are 9:00am – 5:00pm Monday – Friday. Some programs operate until 6:00pm.</p>	<p>\$2,898 or up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II). In addition, a stipend of \$800 per semester.</p>