



**Graduate School**  
**Graduate Assistantship Opportunities**  
**Academic Year 2017-2018**  
**(September 2017 – August 2018)**

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](http://www.worcester.edu/graduate-assistantships) website). You will need to print the application form, complete the required information, and indicate up to three 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 2017.

<b>Graduate Academic Program Placements (GPP)</b>				
<b>Position Number</b>	<b>Job Description</b>	<b>Recommended Qualifications</b>	<b>Required Work Hours</b>	<b>Assistantship Benefits</b>
<b>01G17</b>	<b>Teaching &amp; Administrative Assistant to the Department of History &amp; Political Science</b> 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.  <b>Mentor: Dr. Tona Hangen</b>	BA in History	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.
<b>02G17</b>	<b>Translation Center Assistant</b> 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,	Advanced knowledge of Spanish and English. Ability to work independently with minimal supervision. Preferably the student will have completed the graduate	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

	<p>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, and recruitment of students.</p> <p><i>Mentor: Dr. Antonio Guijarro-Donadiós</i></p>	<p>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>		<p>stipend of \$14.00 per hour.</p>
<b>03G17</b>	<p><b>Non Profit Mgmt Research/Teaching Assistant</b> 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 materials; updating department and program websites as directed.</p> <p><i>Mentor: Dr. Shiko Gathuo</i></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>
<b>04G17</b>	<p><b>Graduate Assistant/ MS Community/Public Health Nursing</b> The graduate assistant will assist Dr. Stephanie Chalupka with administrative activities including research, record maintenance, programmatic activities, and student support. The assistant will also support student events (such as orientation).</p> <p><i>Mentor: Dr. Stephanie Chalupka</i></p>	<p>Applicants must be matriculated in the MS in Nursing (Community/ Public Health Nursing) program.</p>	<p>15 hours per week when classes are in session. Hours are not pre-defined and will 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><b>05G17</b></p>	<p><b>Speech-Language-Hearing Clinical Administrator/ Teacher</b>  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, billing for clinical services, and scheduling evaluation, treatment and observation sessions. 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><b>Mentor: Director Ann T. Veneziano-Korzec</b></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><b>06G17 and 07G17</b></p>	<p><b>Graduate Assistant in Communication Sciences Disorders (<i>two positions available</i>)</b>  The responsibilities of the graduate assistants in the Department of CSD 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 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 IRB and/ or funding agencies. The graduate assistants will also provide, on a small scale, department members with administrative support.</p> <p><b>Mentor: Dr. Susanna Meyer</b></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><b>08G17</b></p>	<p><b>Graduate Assistant in Occupational Therapy</b></p> <p>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, 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. Joanne Gallagher Worthley</i></p>	<p>Must be an MOT student (post bac or conditional).</p>	<p>15 hours per week when classes are in session. <b>Note:</b> you cannot serve as a graduate assistant during the summer you are out on fieldwork.</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><b>09G17</b></p>	<p><b>Graduate Assistant for Early Childhood and Elementary Education</b></p> <p>The graduate assistant will:</p> <ul style="list-style-type: none"> <li>• 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></li> <li>• 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</i></li> </ul>	<p>Ability to work independently and cooperatively with coordinators and others. Basic knowledge of the focus of the Early Childhood/Elementary Education programs. 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><i>Teacher Quality Grant</i></p> <ul style="list-style-type: none"> <li>• Assist with scheduling and monitoring <i>Mixed Reality Simulations</i> for graduate and undergraduate Education Students</li> <li>• Support adjunct faculty with the use of Blackboard and the submission of syllabi, practicum forms, and any other required documentation related to the Elementary and Early Childhood Graduate Programs</li> <li>• Assist faculty with marketing and promoting programs to a broad community, including local public school districts</li> <li>• Collect and maintain/ file student work and develop questionnaires and collect data that demonstrates the effectiveness of the programs</li> <li>• Working with coordinators, research case studies and other materials that might be useful to course delivery/ learning</li> </ul> <p><i>Mentor: Dr. Carol Donnelly</i></p>			
<p><b>10G17 and 11G17</b></p>	<p><b>Program/Teaching and Technology Assistant for Middle and Secondary M.Ed. and C.A.G.S. / Ed.S. Programs</b></p> <p>This position will provide program and teaching support in the Education Department, including designing and maintaining program and course websites, program administration, 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, 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.</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><b>12G17</b></p>	<p><b>Graduate Assistant in Moderate Disabilities Graduate Program</b></p> <p>The responsibilities of the graduate assistant are:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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).</li> <li>3. Ensure that enrolled students are kept abreast of course schedules and required state assessments, collect and maintain/file student work, and develop questionnaires or surveys to evaluate the effectiveness of the programs.</li> <li>4. Coordinate training and meetings that will help adjunct faculty utilize BlackBoard and other technology to encourage course delivery.</li> <li>5. Research current trends, case studies and other materials that are relevant for the program.</li> <li>6. Work with students to prepare them for the Communications and Literacy MTEL: Reading and Writing.</li> </ol> <p><i>Mentor: Dr. Sue F. Foo</i></p>	<ul style="list-style-type: none"> <li>• Ability to work independently and cooperatively with coordinators and other faculty and staff in the Education Department.</li> <li>• Basic knowledge of the Moderate Disabilities programs. Ability to communicate professionally, utilize technology, and be creative.</li> <li>• Demonstrate attention to detail and effective use of time.</li> <li>• Maintain a high level of professionalism.</li> <li>• Knowledge of Microsoft Access and Excel and other Google tools.</li> <li>• Excellent reading and writing skills.</li> </ul> <p>Note: graduate students who have taken or who have good knowledge of the Communications and Literacy MTEL are strongly encouraged to apply.</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><b>13G17</b></p>	<p><b>Graduate Assistant for the School Psychology Program</b>  Year One</p> <ol style="list-style-type: none"> <li>1. Assist in recruitment of new WSU School Psychology students <ul style="list-style-type: none"> <li>- Design posters, obtain Coordinator approval and interact with the Printing Office to obtain posters for dissemination</li> <li>- Distribute Approved Posters</li> <li>- Present information about the School Psychology Program at Graduate Schools, Psychology classes or job fairs specific to the program</li> <li>- Create “social opportunities” for prospective, interested students to ask questions, etc.</li> </ul> </li> <li>2. Continually update School Psychology Website</li> <li>3. Student Liaison with the National Association of School Psychology</li> <li>4. Assist with the management of materials library for the School Psychology Program</li> <li>5. Other duties as determined by the Program Coordinator</li> </ol> <p>Year Two—Tues all day on campus</p> <ol style="list-style-type: none"> <li>1. Assist in the courses: EP 903 and EP 904 <ul style="list-style-type: none"> <li>- Present topics specified by the Professor (teaching opportunity)</li> <li>- Administer competency exams to first year students</li> <li>- Score protocols</li> </ul> </li> <li>2. Lead EP 903L and EP 904L Labs <ul style="list-style-type: none"> <li>- Deliver prescribed administration and scoring exercises in Labs</li> <li>- Assist students in test administration</li> </ul> </li> </ol>	<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>
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	<p>practice</p> <p>3. Manager of the materials library for the School Psychology Program</p> <p><i>Mentor: Dr. Diane Cooke</i></p>			
<p><b>14G17 and 15G17</b></p>	<p><b>Nurse Education Graduate Assistant (two positions)</b></p> <p>The graduate assistant[s] will assist with administrative activities, research, programmatic activities, and student support including:</p> <ol style="list-style-type: none"> <li>1) Record keeping of incoming documents; Maintain the hard copy files and electronic databases for the graduate programs</li> <li>2) Assist at student events such as orientation/recruitment/open houses.</li> <li>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</li> <li>4) May help with study sessions and/ or the tutoring of undergraduate and graduate students.</li> <li>5. May work on specific projects related to the Nursing Major under direct/indirect Nurse Ed faculty supervision</li> </ol> <p><i>Mentors: Prof. Robyn Leo &amp; Dr. Melissa Duprey</i></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><b>16G17 and 17G17</b></p>	<p><b>Graduate Assistant for M.S. in Management (two positions)</b></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>	<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.</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>



	<ul style="list-style-type: none"> <li>• 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 MS in Management graduate program. The student will assist in activities such as the preparation of brochures and/or web-based content, scheduling and helping to conduct information sessions, developing databases for interested students, etc.</li> <li>• 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.</li> <li>• The graduate assistants may serve as a research assistant 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.</li> <li>• The graduate assistants may help with study sessions and/or the tutoring of undergraduate and graduate students.</li> <li>• 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 Dept of Business Administration and Economics as organized by the graduate coordinator.</li> </ul> <p><i>Mentor: Dr. Elizabeth Wark</i></p>			
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<p><b>18G17</b></p>	<p><b>ESL Program Graduate Assistant</b>  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 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>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><b>19G17</b></p>	<p><b>Graduate Assistant for Health Education</b>  The candidate in this position will promote the Master in Health Ed. Program, as well as both undergraduate programs. Will assist professors with teaching activities, including preparation of course material, assistance in assignment creation and grading, and provision of student mentoring and support. The candidate will also have</p>	<ul style="list-style-type: none"> <li>• Graduate student in a health sciences-related field preferable</li> <li>• Strong skills in verbal and written communication</li> <li>• Demonstrated ability to work effectively on collaborative projects</li> <li>• Ability to contribute to</li> </ul>	<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>opportunities to plan and teach lessons, and conduct classroom activities, as suited to their professional development goals. The candidate will perform research activities in collaboration with faculty, such as data collection, data entry and analysis, and literature review of health related sciences. Finally, this candidate will have opportunities to provide input as the department evaluates and redesigns its two undergraduate programs, thus participating in broad-based curricular development and design. The GA will 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, and will assist through the evaluation process.</p> <p><i>Mentor: Dr. Mariana Calle</i></p>	<p>multidisciplinary instruction</p> <ul style="list-style-type: none"> <li>• Basic use of statistical software and related computer applications for data management and analysis preferable</li> </ul>		
<p><b>20G17 and 21G17</b></p>	<p><b>Licensure Office Graduate Assistant (two positions)</b></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</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>track students in programs. The graduate assistant will also develop and maintain a database of 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: William Downey, Licensure Officer</i></p>			
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**<< SEE BELOW FOR LIST OF CAMPUS SUPPORT PLACEMENT OPPORTUNITIES >>**

<b>Campus Support Placements (CSP)</b>				
<b>Position Number</b>	<b>Job Description</b>	<b>Recommended Qualifications</b>	<b>Required Work Hours</b>	<b>Assistantship Benefits</b>
<b>01C17</b>	<p><b>Center for Business &amp; Industry Graduate Assistant</b></p> <p>The Center for Business &amp; Industry (CBI) provides training programs to our business partners and individuals in the community. This position will directly support efforts related to marketing CBI, developing and implementing quality training programs, and providing administrative assistance required to ensure successful programming. Primary responsibilities will include reviewing and preparing materials for training programs, managing email marketing and social media marketing efforts, building rapport with current and potential business partners, preparing paperwork related to training programs, and assisting with efforts related to the CBI catalog.</p> <p><i>Supervisor: Cherie Comeau</i></p>	<p>Computer skills including MS Office applications, detail-oriented, excellent interpersonal communication skills, customer service experience, ability to work independently, ability to multi-task, interest in marketing/sales/social media, interest in project management.</p>	<p>12 hours per week when classes are in session. Hours are flexible, but need to be selected from operating days/hours which are Monday-Friday, 8:30-5:30.</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II).</p>
<b>02C17</b>	<p><b>Technical Lab Assistant in Biotechnology – Evening Technician</b></p> <p>Provides technical support within the department which may include:</p> <ul style="list-style-type: none"> <li>• Preparation of materials, samples, cultures and reagents</li> <li>• Assembly and installation of lab equipment</li> <li>• Demonstration and instruction to students and/or other lab users of proper lab equipment operation</li> </ul>	<ul style="list-style-type: none"> <li>• B.S. in Biology or related field</li> <li>• Able to work independently with minimal supervision</li> <li>• Knowledge of proper use and storage of chemicals</li> <li>• Knowledge of fundamental lab principles and procedures, including safety procedures</li> <li>• Knowledge of solution, media, and culture preparation</li> </ul>	<p>12 hours per week when classes are in session.</p> <p><b>Evening hours,</b> to be determined.</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II).</p>

	<ul style="list-style-type: none"> <li>• Cleaning and maintaining laboratory areas and equipment</li> </ul> <p><b>Supervisors: Dr. Ellen Fynan and Dr. Steven Oliver</b></p>			
<b>03C17</b>	<p><b>Women’s Studies and Global Studies Graduate Assistant</b></p> <p>The graduate assistant will work with the Women’s Studies program leadership to handle correspondence, staff the office, help plan co-curricular programming, help with filing, review catalog info, update course listings, and maintain Facebook with current info related to gender and social justice issues. In addition, the graduate assistant will work with the Global Studies program leadership to maintain the Global Studies email account, staff the office, answer phone calls, give out basic program information to walk-ins, refer queries to Director, send out regular email announcements and updates to student concentrators, Global Studies faculty, advisory board, and the campus community. Also, photocopy program materials, deliver/pick-up materials, distribute posters and flyers, maintain a program calendar for each semester with applicable events and deadlines, and prepare Global Studies course lists for Printing &amp; Publishing and Registrar, maintain files of new course syllabi and catalog updates, order certificates for graduating concentrators, organize and publicize program events, schedule Advisory Board and Committee meetings, take minutes at advisory board meetings, and maintain weekly program activity log book.</p> <p><b>Supervisors: Dr. Linda Larrivee and Dr. Sebastian Velez</b></p>	<p>Self-motivated, good interpersonal and computer skills. Interest in social justice issues is a plus. Pleasant, engaging, reliable and punctual, good communicator/collaborator, strong writing skills, independent thinker, detail-oriented, with ability to follow-through.</p>	<p>12 hours per week when classes are in session. Approximately 6 hours per week will be devoted to each program. However, some overlap will occur and at various times, one program will need more attention than the other.</p>	<p>Up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II).</p>

<p><b>04C17</b></p>	<p><b>Advancement Communications Specialist</b></p> <p>Assist with Advancement Communications projects, including writing and editing content, posting content to web pages, filming and editing simple video projects using internal equipment, and researching donors and alumni for profiles and scholarship announcements. Copy and edit and proofread as required. Make connections within the University and among alumni and donors to ferret out good story ideas.</p> <p><b>Supervisor: Kristen O'Reilly</b></p>	<p>Excellent writer who can identify good story ideas and then tell those stories in a creative and compelling way. Ability and willingness to learn content management software (CMS) and basic video editing. Strong editor with great proofreading skills. Self-starter with the ability to work independently and also collaboratively. Writing samples required.</p>	<p>12 hours per week during 8:00-5:00 when classes are in session.</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II).</p>
<p><b>05C17</b></p>	<p><b>Career Services Graduate Assistant</b></p> <p>The 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"> <li>• Proactively develop and implement strategies designed to increase employment opportunities for students and alumni</li> <li>• Assist in managing an on-campus recruiting program consistent with professional standards</li> <li>• Conduct outreach to employers to develop jobs and internships for students and alumni</li> <li>• Maintain, update and expand electronic employer database</li> <li>• Assist career staff in coordinating career workshops and career fairs</li> </ul>	<p>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>	<p>12 hours per week when classes are in session. Need to work majority of hours between 9am-5pm with minimal night and weekend hours as needed.</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II).</p>

	<ul style="list-style-type: none"> <li>• Compile and report data on employer relations activities; assess employer relationships and provide feedback as to the effectiveness of such efforts</li> <li>• Assist in the maintenance of the Career Services website</li> <li>• Other duties as assigned</li> </ul> <p><i>Supervisor: Jillian Anderson</i></p>			
<b>06C17</b>	<p><b>Editorial Assistant for <i>Currents in Teaching and Learning</i> (Academic Journal)</b></p> <p>The graduate assistant will keep records of all manuscripts and assist the editor with the different steps of the submission through to publication process. Some of the tasks performed will include making blind copies of documents, corresponding with authors and referees, keeping a computer log of each manuscript through the process, and answering general inquiries about the journal. Since this is an electronic journal, all work is to be completed using a computer.</p> <p><i>Supervisor: Dr. Martin Fromm</i></p>	Basic computer skills (email, Google Drive, spreadsheets). Attention to detail is essential. Ability to work with strict deadlines.	12 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).
<b>07C17</b>	<p><b>Academic Success Center Graduate Assistant</b></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>	Applicant should express interest in project management and development, supervision of student leaders and program assessment.	12 hours per week when classes are in session. Must work when the center is open, Monday through Friday between 8am and 5pm.	Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II).



	<ul style="list-style-type: none"> <li>• Along with the Tutoring Coordinator, develop training program for tutors in the fall and spring</li> <li>• Identify which courses are in need of tutoring services in concert with faculty members</li> <li>• Develop tutoring schedule among tutors, faculty and course offerings each semester</li> <li>• Maintain social media and promotion of tutoring activities via email, social media and traditional marketing tools</li> <li>• Create assessment tool to measure the success of tutoring programs</li> <li>• Maintain attendance for tutoring sessions and compile data at the end of each semester</li> </ul> <p><i>Supervisors: Tammy Tebo</i></p>			
08C17	<p><b>Athletics Administration Graduate Assistant</b></p> <p>The primary duties include; <b>Sports Information:</b> 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. <b>Home Game Event Management:</b> 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. <b>Intramurals:</b> assist with the marketing of programs offered at WSU as well as refereeing various intramural contests. <b>Equipment:</b> assist with the management of equipment inventory. <b>Sales and Marketing:</b> identify and proactively</p>	<p>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>	<p>12 hours per week when classes are in session. Some weekends and evenings.</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II).</p>

	engage groups, organizations, and sponsors that would be good candidates to support WSU's athletic teams via ticket or sponsorship sales. <b>Other:</b> perform additional duties as assigned by the Athletics Director.  <i>Supervisor: Nikki Narducci</i>			
<b>09C17</b>	<b>Center for Teaching and Learning Graduate Assistant</b>  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.  <i>Supervisor: Dr. Sue F. Foo</i>	Qualifications include: strong interpersonal skills, word processing skills, basic knowledge of Excel, attention to detail, ability to work independently, and a sense of professionalism.	12 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).
<b>10C17</b>	<b>Health Promotion Graduate Assistant</b>  Duties and responsibilities are based on the National Commission for Health Education Credentialing seven areas of responsibility. 1. Assist with development, marketing, implementation and evaluation of health promotion, prevention and awareness programs for students. 2. Work and supervise peer health educators to include scheduling. 3. Maintain office social media sites.	Organized and detail oriented. Strong communication skills and willingness to speak publicly. Ability to work autonomously and as part of a team. Interest in university health promotion.	12 hours per week when classes are in session. Flexible day hours with occasional evening hours.	Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II).

	<p>4. Other responsibilities such as assist in planning the American College Health Assessment and The Wellness Expo.</p> <p><i>Supervisor: Jennifer Quinn</i></p>			
<b>11C17</b>	<p><b>Graduate Student Coordinator for WSU Presidential Student Ambassadors</b></p> <p>The graduate assistant will be in charge of the Presidential Student Ambassadors (PSA) Program. The graduate assistant will coordinate PSAs 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 information about the program go to:  <a href="http://www.worcester.edu/Presidential-Student-Ambassadors">www.worcester.edu/Presidential-Student-Ambassadors</a></p> <p><i>Supervisor: Nikki Kapurch</i></p>	Organizational skills, leadership skills and the ability to plan and run meetings.	12 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). <b>Stipend of \$3,000 offered (\$1,200 Fall, \$1,200 Spring, \$600 Summer I or II).</b>
<b>12C17</b>	<p><b>Graduate Assistantship in the Office of Student Conduct</b></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</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.	12 hours per week when classes are in session. The hours will be between 9-5 during the work week.	Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II).

	<p>monthly basis for those in violation of alcohol and drug policies.</p> <p><i>Supervisor: Joshua Katz</i></p>			
<b>13C17</b>	<p><b>Transfer Center Graduate Assistant</b></p> <p>The Transfer Center Graduate Assistant will work directly with the Coordinator of Transfer Admissions on daily recruitment tasks and short-term enrollment projects. Responsibilities will include but not be limited to: helping to create and implement an Transfer Peer mentor Program, supervising the Transfer Peer Mentors, holding office hours to address general transfer student inquiries on a walk-in or pre-scheduled appointment basis, corresponding with the transfer applicant pool via calls and emails, attending on- and off- campus transfer student recruitment events, posting newly established transfer course equivalencies to TES (WSU's online transfer equivalency guide), and other transfer-related duties as special projects are developed.</p> <p><i>Supervisor: Ben McElroy</i></p>	<p>Exceptional interactive skills; outstanding oral and written communication skills; detail-oriented with excellent organizational skills; ability to work independently and with a team; willingness to travel within Massachusetts on occasion.</p>	<p>12 hours per week when classes are in session. The hours will be between 8-5 during the work week.</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II).</p>
<b>14C17</b>	<p><b>Graduate Assistant for Residence Life</b></p> <p>The duties of this position include:</p> <ul style="list-style-type: none"> <li>• Hold an average of 8 office hours/week</li> <li>• Assist with the development and maintenance of First Year Experience Programming</li> <li>• Assist in yearly assessments including surveys, focus groups and personal interviews</li> <li>• Assist with Residence Life Late Night Programs</li> </ul>	<ul style="list-style-type: none"> <li>• Preferred experience with assessment and surveying groups.</li> <li>• Preferred programming experience</li> <li>• Preferred Residence Life experience</li> </ul>	<p>12 hours per week when classes are in session. Student will be required to work traditional and non-traditional hours based on assignments.</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II). On-campus residency provided.</p>

	<ul style="list-style-type: none"> <li>• Actively participate in Residence Life processes, including but not limited to RA Selection, Annual Community Service Initiatives and other processes as assigned.</li> <li>• Meet bi-weekly for one on one meetings</li> <li>• Attend professional staff meetings, as requested</li> <li>• Complete daily tasks and assignments, as assigned</li> </ul> <p><i>Supervisor: Katherine Cleary</i></p>			
<p><b>15C17</b></p>	<p><b>Library Archives Assistant</b></p> <p>This Graduate Assistant position will support the WSU Archives by assisting the Archivist with historical research and archiving projects. Primary responsibilities include researching and writing histories of WSU academic departments and programs, and biographies of prominent faculty, administrators, and alumni; developing bibliographies of works related to WSU history; organizing and describing archival collections and writing archival finding aids. Secondary responsibilities may include working closely with selected faculty, administrators, staff, students, and alumni to collect and record historical information; assisting with exhibition development, photo scanning, and with fulfilling research requests from patrons.</p> <p><i>Supervisor: Ross Griffiths</i></p>	<p>Graduate level historical research and writing skills; proficiency in discovering and using primary and secondary sources, developing bibliographies, and writing clear, accurate, and succinct narratives; interpersonal skills to work effectively and tactfully with current and retired WSU faculty, administrators, staff, students, and alumni; analytical skills necessary to create indexes and abstracts, and to evaluate and organize archival information; interest in or knowledge about principles and practices related to archives or librarianship.</p>	<p>12 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)</p>

<p><b>16C17</b></p>	<p><b>Student Accessibility Services Graduate Assistant</b></p> <p>The graduate assistant will provide essential analysis of services and supports offered by Student Accessibility Services, including</p> <ul style="list-style-type: none"> <li>• Program assessment by type of service and supports offered, and student outcomes</li> <li>• Program assessment by type of staff (professional and student workers)</li> <li>• Analysis of registered student demographics and diagnoses</li> <li>• Corresponding visual presentation of student demographics and outcomes</li> </ul> <p><i>Supervisor: Frances Manocchio</i></p>	<ul style="list-style-type: none"> <li>• Previous experience with program assessment and data analysis preferred</li> <li>• Ability to work independently</li> </ul>	<p>12 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)</p>
<p><b>17C17</b></p>	<p><b>Marketing Graduate Assistant</b></p> <p>Supports integrated marketing efforts of the University, including:</p> <ul style="list-style-type: none"> <li>• Coordination of video, photography, focus groups and other marketing events</li> <li>• Content writing, editing and distribution</li> <li>• Assistance and research in planning and implementing multichannel marketing campaigns and initiatives</li> </ul> <p><i>Supervisor: Sarah McMaster</i></p>	<ul style="list-style-type: none"> <li>• Experience with digital media, event planning and research methods</li> <li>• Detail oriented, organized</li> <li>• Excellent written and verbal communication skills</li> </ul>	<p>12 hours per week when classes are in session. Hours will be within normal business hours. Some evening event coverage possible.</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II). <b>Stipend of \$250 per term offered.</b></p>
<p><b>18C17</b></p>	<p><b>Public History Graduate Assistant</b></p> <p>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 may include</p>	<p>Pursuing public history or related coursework at the Masters level (including Non-Profit Management, Management, English, and other programs). Proficiency with Microsoft Office suite required.</p>	<p>12 hours per week when classes are in session. Schedule is flexible but will</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II)</p>

	<p>planning events, outreach to area institutions, social media and marketing, and tutoring/academic support for undergraduates in Public History.</p> <p><i>Supervisor: Tona Hangen</i></p>	<p>Wordpress, social media, campus calendaring and reservation software skills a plus.</p>	<p>be within normal business hours, and may include support of evening or weekend events.</p>	
<b>19C17</b>	<p><b>Honors Graduate Assistant</b></p> <p>The Honors graduate assistant is an essential member of the honors leadership team and collaborates with the faculty directors, administrative assistant, and a work-study student. The responsibilities include the following areas:</p> <ul style="list-style-type: none"> <li>• plan and host co-curricular events to foster community and build cultural capital among our students</li> <li>• serve as a peer mentor and advisor for the program, working together with students to solve any problems and receive feedback about events and classes</li> <li>• chair the honors student committee on civic engagement</li> <li>• communicate with honors students through a weekly newsletter and update the calendar, blog, and Facebook page</li> <li>• recruit prospective honors students throughout the admissions cycle</li> </ul> <p><i>Supervisor: Dr. Donald Vescio</i></p>	<p>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.</p>	<p>12 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). <b>A stipend of \$2,400 per term for the three terms is provided by the Honors Program.</b></p>