



Graduate School
Graduate Assistantship Opportunities
Academic Year 2019-2020
(September 2019 – August 2020)

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
01G19 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/ dept privacy and respect confidentiality.</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 \$15.00 per hour.</p>

<p>02G19 OPEN</p>	<p>Teaching & Administrative Assistant to the Department of History & Political Science</p> <p>The graduate assistant will help support undergraduate faculty in their teaching preparation, which may include some classroom or grading responsibilities by assignment. The successful candidate will also provide tutoring to majors and non-majors in History and Political Science courses. The graduate assistant may also help the department with event planning, social media and student communication / newsletter, ongoing program and course assessment, archiving department materials, and tasks related to department Program Review.</p> <p><i>Mentor: Dr. Tona Hangen</i></p>	<ul style="list-style-type: none"> • B.A. Degree • Strong writing, organizational and interpersonal skills • Fluency with Microsoft and Google Suite tools (Adobe, Excel, Docs, Files, Forms, Sites) 	<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 \$15.00 per hour.</p>
<p>02G18 CLOSED</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,</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 \$15.00 per hour.</p>

	<p>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>03G19 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 	<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 \$15.00 per hour.</p>

	<p>5) Research current trends, case studies, and other materials that are relevant for the program</p> <p>6) Provide academic support to students through weekly tutoring</p> <p><i>Mentor: Dr. Stephanie Chalupka</i></p>			
<p>04G19 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><i>Mentor: Director Ann T. Veneziano-Korzec</i></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 \$15.00 per hour.</p>

<p>05G19 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 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>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 \$15.00 per hour</p>
<p>06G19 OPEN</p>	<p>Graduate Assistant in Occupational Therapy (<i>two positions available</i>)</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, group</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 \$15.00 per hour.</p>

	<p>tutoring, setting up equipment and the classroom, and may also prepare and deliver one or two lectures. Research: The OT graduate assistant will help individual faculty conduct literature searches, create surveys, analyze data, and will have additional input when necessary. Administrative: 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>Mentor: Dr. Patricia Donovan</p>			
CLOSED	<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 	<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 \$15.00 per hour.</p>

	<p><i>Improving Teacher Quality Grant</i></p> <ul style="list-style-type: none"> • 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 might be useful to course delivery/ learning <p><i>Mentor: Dr. Carol Donnelly</i></p>			
<p>07G19 OPEN</p>	<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 including engaging in the research 	<p>The graduate student should:</p> <ul style="list-style-type: none"> • Have the ability to work independently and cooperatively with coordinators and others • Have basic knowledge of the focus of the Elementary Education program 	<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 \$15.00 per hour.</p>

	<p>collaboratively with faculty with the option of presenting research in formal settings</p> <ul style="list-style-type: none"> • Support adjunct faculty with the use of Blackboard and the submission of syllabi 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 and current undergraduate students • Collect and maintain/ file student work and develop questionnaires and collect and organize 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 • Research and disseminate information related to online course formats and online/distance learning tools • Help manage undergraduate student service-learning projects at a local school. Communicate with undergraduate students engaged in service learning to assist them and help them find resources 	<ul style="list-style-type: none"> • Have the ability to communicate professionally • Be creative in terms of recruitment • Demonstrate attention to detail, the importance of accuracy, and effective use of time • Be resourceful, self-motivated, and take initiative • Have experience working on the various Microsoft Office software as well as other relevant software • Have at least intermediate technological knowledge and skills • Have a positive attitude • Be willing to present to groups of people 		
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	<ul style="list-style-type: none"> • Assist in maintaining and managing partnerships with local schools • Create materials, such as surveys etc., as well as collect and analyze data for use in the state program approval process <p><i>Mentor: Dr. Christina Kaniu</i></p>			
<p>08G19 OPEN</p>	<p>Graduate Assistant for Reading</p> <p>The graduate assistant will assist the Graduate Reading Coordinator with such tasks as:</p> <ul style="list-style-type: none"> • Communicating and disseminating program resources to students and adjunct faculty • Designing, maintaining, and updating graduate program website • Planning and preparing materials for MTEL preparation workshops • Assisting with research-related activities, including locating and annotating research studies, assisting with revision of works-in-progress, and collecting data and/or reviewing data when applicable • Maintaining and filing student work and related resources <p><i>Mentor: Dr. Kelly Reinhart</i></p>	<ul style="list-style-type: none"> • Ability to communicate effectively and professionally when speaking and writing • Excellent computer skills (i.e. Microsoft Office, Excel, Gmail, Website design) • Knowledge of and dexterity with library databases and other research tools • Ability to manage time and work independently • Ability to work cooperatively with individuals in a variety of roles, including other graduate assistants, graduate and undergraduate students, professors, administrative assistants, etc. • Knowledge of reading research and/or research in related field preferred • Knowledge of education through undergraduate degree in education or similar field preferred 	<p>15 hours per week when classes are in session. Work days/hours will typically be Monday – Thursday (days/hours negotiable); however, occasional Friday availability (given advance planning) is preferred.</p>	<p>Up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II) and a stipend of \$15.00 per hour.</p>

<p>09G19 OPEN</p>	<p>Secondary Education Program Support and Evaluation</p> <p>This position will provide program and teaching support in the Education Department, including designing and maintaining program and course websites, and supporting faculty in program administration, program assessment and marketing programs.</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, program assessment and technology. Ability to use Microsoft Office including Excel, BlackBoard, and Google Tools including Google sites, forms, classrooms, and sheets.</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 \$15.00 per hour.</p>
<p>10G19 OPEN</p>	<p>Research, Teaching and Middle/Secondary Program Support</p> <p>This position will provide program administration and teaching support in the Middle and Secondary Graduate Education Programs. The GA will also assist in research 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. Ability to use Microsoft Office including Excel, BlackBoard, and Google Tools including Google sites, forms, classrooms, and sheets.</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 \$15.00 per hour.</p>
<p>11G19 OPEN</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 	<ul style="list-style-type: none"> • Ability to work independently and cooperatively with coordinators and other faculty and staff in the 	<p>15 hours per week between 8:30a.m. and 5:00p.m. 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</p>

	<p>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.</p> <ol style="list-style-type: none"> 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 work, and develop questionnaires or surveys to evaluate the effectiveness of the programs. 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>Education Department.</p> <ul style="list-style-type: none"> • 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 have taken or who have good knowledge of the Communications and Literacy MTEL are strongly encouraged to apply.</p>		<p>\$15.00 per hour.</p>
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<p>12G19 OPEN</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. 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) 2. 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 3. Coordinate training and meetings that will help adjunct faculty utilize BlackBoard and other technology to encourage course delivery 4. Research current trends, case studies and other materials that are relevant for the program 5. Work with students to prepare them for the Communications and Literacy MTEL: Reading and Writing 6. Assist in the Education Department Approval process 7. Other responsibilities assigned by the Coordinator <p><i>Mentor: Dr. Sue F. Foo</i></p>	<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 have taken or who have good knowledge of the Communications and Literacy MTEL are strongly encouraged to apply.</p>	<p>15 hours per week between 8:30a.m. and 5:00p.m. 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 \$15.00 per hour.</p>
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<p>13G19 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 Psychology Website 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) 	<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 \$15.00 per hour.</p>
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	<ul style="list-style-type: none"> - Administer competency exams to first year students - Score protocols <p>2. Lead EP 903L and EP 904L Labs</p> <ul style="list-style-type: none"> - Deliver prescribed administration and scoring exercises in Labs - Assist students in test administration practice <p>3. Manager of the materials library for the School Psychology Program</p> <p><i>Mentor: Dr. Diane Cooke</i></p>			
<p>14G19 OPEN</p>	<p>Nurse Education Graduate Assistant</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"> 1) Record keeping of incoming documents; Maintain the hard copy files and electronic databases for the graduate programs 2) Assist at student events such as orientation/recruitment/open houses. 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 4) May help with study sessions and/ or the tutoring of undergraduate and graduate students. 	<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 \$15.00 per hour.</p>

	<p>5. May work on specific projects related to the Nursing Major under direct/indirect Nurse Ed faculty supervision</p> <p><i>Mentor: Dr. Melissa Duprey</i></p>			
<p>15G19 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 such as the preparation of brochures and/or web-based content, scheduling and helping to conduct information sessions, developing databases for interested students, etc. • The graduate assistants will offer teaching support to the graduate coordinator and to the graduate faculty in the Department of Business Administration and 	<ol style="list-style-type: none"> 1) Good working knowledge of Excel 2) Preference 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>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 and these must include 10 hours between 10:00a.m. and 5:30p.m. on weekdays. Sample schedules may include the following for two graduate assistants:</p> <ul style="list-style-type: none"> A) Mondays/Wednesdays 12-5:30 pm B) Tuesdays/Thursdays 10 am – 3:30 pm 	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$15.00 per hour.</p>

	<p>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.</p> <ul style="list-style-type: none"> • 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 tutoring of undergraduate and graduate students. • 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>			
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<p>CLOSED</p>	<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.</p> <p>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 \$15.00 per hour.</p>
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<p>16G19 OPEN</p>	<p>Research, Teaching and Middle/Secondary Post Baccalaureate Support</p> <p>This position will provide program administration and teaching support in the Middle and Secondary Post-Baccalaureate licensure program. The GA will also assist in research in the areas of teacher preparation and mathematics education.</p> <p><i>Mentor: Dr. Ray Lewis</i></p>	<p>Ability to communicate professionally orally and in writing, including strong proofreading skills. Ability to work independently on complex long-term tasks. Interest in education, research, program administration, and program evaluation. Ability to organize and analyze large data sets.</p> <p>Ability to use Microsoft Office (Word, Excel, PowerPoint), BlackBoard, Google Tools (classroom, sites, sheets, etc.) and SPSS.</p>	<p>15 hours per week when classes are in session. Work hours will be negotiated based on student schedule.</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$15.00 per hour.</p>
<p>17G19 OPEN</p>	<p>Research, Teaching and Middle/Secondary Post Baccalaureate Support</p> <p>This position will provide program administration and teaching support in the Middle and Secondary Post-Baccalaureate licensure program. The GA will also assist in research in the areas of teacher preparation and program evaluation.</p> <p><i>Mentor: Dr. Susan Monaghan</i></p>	<p>Ability to communicate professionally orally and in writing, including strong proofreading skills. Ability to work independently on complex long-term tasks. Interest in education, research, program administration, and program evaluation. Ability to use Microsoft Office (Word, Excel, PowerPoint), BlackBoard, Google Tools (classroom, sites, sheets, etc.) and SPSS.</p>	<p>15 hours per week when classes are in session. Work hours will be negotiated based on student schedule.</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$15.00 per hour.</p>
<p>18G19 OPEN</p>	<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"> • Matriculated M.S. in Biotechnology student • B.S. in Biology or related field • Able to work independently with minimal supervision 	<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</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"> • 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 		\$15.00 per hour.
13G18 CLOSED	<p>Graduate Assistant in English 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 offerings, assistance in the recruitment of students and technical maintenance of information delivery system.</p> <p><i>Mentor: Dr. Dennis Quinn</i></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 secondary school level would also be looked upon favorably.	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 \$15.00 per hour.

<p>19G19 OPEN</p>	<p>Education Program Support and Evaluation</p> <p>The position will provide department support with the Education department evaluation and program approval process. This job requires student's facility with Microsoft Word, especially EXCEL. The graduate student for this position will be organized and have the ability to work with minimum supervision, be thorough and detail oriented.</p> <p><i>Mentors: Dr. Raynold Lewis and 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, program assessment and technology. Ability to use Microsoft Office including Excel, BlackBoard, and Google Tools including Google sites, forms, classrooms, and sheets.</p>	<p>15 hours per week when classes are in session. Work hours will be negotiated based on student schedule.</p>	<p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$15.00 per hour.</p>
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<< SEE BELOW FOR LIST OF **CAMPUS SUPPORT PLACEMENT** OPPORTUNITIES >>

Campus Support Placements (CSP)				
Position Number	Job Description	Recommended Qualifications	Required Work Hours	Assistantship Benefits
01C19 OPEN	<p>Academic Affairs/Institutional Research Board – Graduate Assistant</p> <p>The GA for Research will provide assistance to the (1) Academic Affairs Faculty Fellow (FF) and (2) Research Advisory Board (RAB). Regarding the first area, the GAR’s activities will generally include coordinating support provided by the FF, including scheduling of sessions with faculty members, assistance in sessions, development and organization of resources for the FF and faculty members, and assistance in creating and implementing specific FF programs to support grant exploration, writing and management. The focus of the second area will be development of a proposal for a Worcester State’s Grants Office with full-time, permanent staffing. The GA’s work on this will include researching best practices for organizational structuring of grants offices, researching the grants offices of peer and aspirational institutions, assistance in identifying staffing and budget needs based on the activities the Grants Office would specifically carry out at WSU, and assisting with preparing the detailed proposal.</p> <p><i>Supervisors: Dr. Henry Theriault and Dr. Linda Larrivee</i></p>	<p>The successful candidate should be able to complete tasks independently, once given outcomes to be accomplished, parameters of activities, and appropriate information, support, and training. Good written and oral communication (including presenting to small groups) skills are essential. Enthusiasm for graduate and professional level funded research will be a big plus.</p>	<p>The student’s work will be scheduled between 8:00 and 5:00pm during normal work days. The schedule will be constructed through discussions among the RAB Chair, the Faculty Fellow, and the Graduate Assistant, and will be designed not to interfere with the GA’s course schedule and other academic activities.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II), a value of \$8,694</p>

<p>02C19 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 • 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>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>Tuition/fee waiver for up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II), a value of \$8,694</p>
<p>03C19 OPEN</p>	<p>Graduate Assistant to the Assistant Director/Fitness Center Manager</p> <ul style="list-style-type: none"> • Assist with facility management, operation, scheduling, and staff supervision • Assist in the opening, closing and outside rental supervision of the Wellness Center • Responsible for management of Innosoft 	<ul style="list-style-type: none"> • Desire to develop knowledge, skills, and abilities to work in a Collegiate Recreation and Wellness setting • Outgoing personality with exemplary communication and organization skills • Superior time management 	<p>12 hours per week when classes are in session. Hours are flexible, but will often take place in the evenings and</p>	<p>Tuition/fee waiver for up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II), a value of \$8,694</p>

	<p>Fusion including membership sales, registrations, equipment rental and reservations</p> <ul style="list-style-type: none"> • Assist in developing the schedule, human resources paperwork, timesheets and payroll • Collaborate with data entry and collection through Innosoft Fusion, IMLeagues and other software • Model, promote, and consistently enforce Wellness Center Policies and Procedures related to access, risk, safety, and its use • Assist in the promotion and public relations of programming and facilities through the use of Social Media, street marketing, Alumni and Community outreach, etc. • Responsible for maintaining inventories of equipment, making recommendations for acquisition of new equipment replacement and supplies as necessary • Assist in the coordination of collaborative wellness related events/programs and initiatives for the University community • Contribute to the continued development of the Intramural and Group Exercise programs • Develop/Implement new and additional programming ideas, consistent with the vision of the program and department • Attend a NIRSA Regional Conference (National Intramural-Recreation Sports Association) and/or the MARS (Massachusetts Association of Recreational Sports) State Workshop(s) <i>if applicable</i> <p><i>Supervisor: Dean Bowen</i></p>	<p>and project management skills</p> <ul style="list-style-type: none"> • Strong work ethic and dedication to spreading Wellness to the Worcester State campus community • Valid CPR & AED certification 	<p>some weekends.</p>	<p>The Athletics Department will be offering an additional 8 hours per week at a rate of \$19.00/hour if the assistant does not have any other campus position</p>
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<p>04C19 OPEN</p>	<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. Emily Soltano</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>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II), a value of \$8,694</p>
<p>05C19 OPEN</p>	<p>Intensive English Language Institute Graduate Assistant</p> <p>The Graduate Assistant will help the IELI program with scanning/updating student records, updating the hard copy of the curriculum, leading student conversation groups, registering students during peak times, and other activities required for IELI's operation. The GA will also tutor IELI students to help them improve specific language skills (according to student needs).</p> <p><i>Supervisor: Dr. Edgar Moros</i></p>	<p>Students in the Master of Education in English as a Second Language or Master of Science in Speech-Language Pathology programs preferred, but not required</p>	<p>12 hours per week when classes are in session. Work schedule to overlap with IELI schedule: Monday-Friday 8:30-5:00</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II), a value of \$8,694</p> <p>The IELI will also offer a stipend of \$700 per semester.</p>

<p>06C19 OPEN</p>	<p>Employer Relations Graduate Assistant</p> <p><u>General Description:</u> The Campus Support Placement, Graduate Assistant position (GA) is a para-professional role within the Career Services Department and reports to the designated professional staff member in the Career Services Office. The GA is expected to contribute to the development, supervision and evaluation of employer relations, campus events and the website.</p> <p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> • Proactively develop and implement strategies designed to increase employment opportunities for students and alumni. • 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>	<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>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II), a value of \$8,694</p>
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<p>07C19 OPEN</p>	<p>Communications and Marketing/Advancement Writer/Editor Graduate Assistant</p> <p>Write and edit news and feature stories for use in University Advancement digital and print projects. Create content focused on alumni and donors, including profiles, bios, and short videos. Copy edit and proofread as required. Make connections within the University and among alumni and donors to ferret out good story ideas. Post stories on news website using CMS. Help with e-newsletter creation.</p> <p><i>Supervisor: Kristen O'Reilly</i></p>	<p>Excellent writer who can identify good story ideas and then tell those stories in a creative and compelling way. Strong editor with impeccable proofreading skills. Self-starter with the ability to work independently and also collaboratively. Writing samples required.</p>	<p>12 hours per week when classes are in session during regular business hours.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II), a value of \$8,694</p>
<p>08C19 OPEN</p>	<p>Financial Aid Graduate Assistant</p> <p>The Graduate Assistant will report to the Director of Financial Aid to assist the director with implementation and administration of the Academic Online Programs (AOP) and the TEACH Grant that will be launched in the fall semester of 2019. Duties will include working in Colleague (our student information system) and Perceptive Content (our document imaging system) to assist in reviewing financial aid files and awarding financial aid to eligible students. The Graduate Assistant will also assist in monitoring online students' attendance (regarding leave of absence or withdrawal) and communicating with online students regarding eligibility and their responsibilities to access their financial aid. The Graduate Assistant will provide administrative support to the Director in the area of AOP and the TEACH Grant programs.</p> <p><i>Supervisor: Jayne McGinn</i></p>	<ul style="list-style-type: none"> • Proficient in Microsoft Office (specifically Excel and Word) • Problem solving and organizational skills • Ability to handle a variety of tasks simultaneously and effectively • Detail oriented, self-starter • Ability to work responsibly with minimal supervision 	<p>12 hours per week when classes are in session during regular business hours:</p> <p>Mon-Wed 8:15-6:00pm Thurs-Fri 8:15-5:00pm</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II), a value of \$8,694</p>

<p>09C19 OPEN</p>	<p>Honors Graduate Assistant</p> <p>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:</p> <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 the admissions cycle <p><i>Supervisor: Dr. Meghna Dilip</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>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II), a value of \$8,694</p> <p>A stipend of \$2,400 per term for the three terms is provided by the Honors Program.</p>
<p>10C19 OPEN</p>	<p>Library Archives Assistant</p> <p>This Graduate Assistant Position will support the WSU Archives by assisting with historical research and processing archival collections. 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; and organizing and describing archival collections and writing archival finding aids.</p> <p>Secondary responsibilities may include working with faculty, administrators, staff, students, and alumni to collect and record historical information, assisting with exhibition</p>	<p>Graduate-level research and writing skills; proficiency in discovering and using primary and secondary sources, developing bibliographies, and writing clear, accurate, and succinct historical narratives; interpersonal skills to work effectively with current and retired WSU faculty, administrators, staff, students, and alumni; analytical skills necessary to create indexes and abstracts of collections, and to evaluate and organize archival information; the ability to apply focus and concentration, and to work in a systematic, orderly fashion; interest</p>	<p>12 hours per week when classes are in session</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II), a value of \$8,694</p>

	development, and fulfilling research requests from patrons. <i>Supervisor: Ross Griffiths</i>	in or knowledge about principles and practices related to archives or librarianship.		
11C19 OPEN	Marketing Generalist This position will assist with event logistics, office tasks, marketing projects, and research. Typical activities include photo shoots, client projects like brochures, writing marketing copy, researching technologies and tactics, and general tasks like correspondence. <i>Supervisor: Sarah McMaster</i>	<ul style="list-style-type: none"> • Experience with events • Experience with photography and writing • Creative thinking and problem solving 	12 hours per week when classes are in session	Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II), a value of \$8,694 The Marketing Department will offer a stipend of \$500
12C19 OPEN	Graduate Student Coordinator for WSU Presidential Student Ambassadors 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 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: www.worcester.edu/presidential-studentambassadors/ <i>Supervisor: Nicole Kapurch</i>	Organizational skills, leadership skills and the ability to plan and run meetings	12 hours per week when classes are in session. Hours have not been pre-determined.	Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II), a value of \$8,694 Stipend of \$3,000 offered (\$1,200 Fall, \$1,200 Spring, \$600 Summer I or II (if program continues through summer))

<p>13C19 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 • 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: Kristen Nelson</i></p>	<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 assignments.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II), a value of \$8,694</p> <p>On-campus residency provided.</p>
<p>14C19 OPEN</p>	<p>Student Accessibility Services Grad Assistant – Program Development and Accessibility</p> <p>Assist with the implementation of the Peer Mentorship Program:</p> <ol style="list-style-type: none"> 1. Conduct one-on-one meetings with mentors to ensure progress toward their learning outcomes 2. Facilitate trainings for new mentors 3. Collaborate with professional staff to design assessment tools 4. Coordinate and facilitate focus groups for mentors and mentees at the end of the program <p>Assist with ongoing evaluation of physical and programmatic barriers to accessibility on campus</p> <p><i>Supervisor: Fran Manocchio</i></p>	<ul style="list-style-type: none"> • Pursuing graduate degree in a related field, such as Occupational Therapy, Speech Pathology, or Education • Excellent interpersonal and communication skills 	<p>12 hours per week when classes are in session</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II), a value of \$8,694</p>

<p>15C19 OPEN</p>	<p>Writing Center Graduate Assistant</p> <p>The Writing Center Graduate Assistant’s responsibilities include the following:</p> <p>Assist with staff management: Help hire and mentor undergraduate staff, and serve as a liaison between staff members and the director</p> <p>Assist with content creation and management: Maintain the Center’s bulletin board, website, and messages on WSU.com, and assist in writing and editing the Center’s announcements, handouts/resources and promotional materials (print and digital)</p> <p>Assist with scheduling and record keeping: Attend to the reception desk to greet students, describe the services offered, and schedule client appointments</p> <p>Also, keep track of client records and paperwork related to tutor training certification efforts, and assist in scheduling staff and classroom visits for faculty</p> <p>Train to become a writing consultant: Complete the training modules required to act as a writing consultant. Then, conduct one-to-one conferences with student writers from a variety of courses in order to assist them in improving their writing skills</p> <p><i>Supervisor: Dr. Christina Santana</i></p>	<ul style="list-style-type: none"> • Possess a strong desire to learn more about writing studies, writing pedagogy and how Writing Centers work • Be a strong writer as well as professional, trustworthy, reliable, and detail-oriented • Possesses necessary interpersonal communication skills with the ability to talk one-on-one with staff and Writing Center clients • Be able to work independently and to take initiative in fulfilling responsibilities 	<p>12 hours per week when classes are in session</p> <p>The Writing Center opens at the beginning of the third week of every fall and spring semester and closes on reading day, respectively. Hours are very flexible except when the Center is open. During open times, it is preferred that hours are spread out and consistent. For example, M, W, F 9-11am and T,Th 2-5pm. The Writing Center is not open in the summer.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II), a value of \$8,694</p> <p>After the first semester of employment and training in valued Writing Center practices, the graduate assistant will have the option of acting as a writing consultant for no more than four additional hours a week during the 11 weeks the Center is open during the semester, earning a stipend of \$15.00 an hour.</p>
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