



**Graduate School  
Graduate Assistantship Opportunities  
Academic Year 2020-2021  
(September 2020 – August 2021)**

| <b>Graduate Academic Program Placements (GPP)</b> |  |   |  |  |
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| <b>Position Number</b>                            | <b>Job Description</b>   | <b>Recommended Qualifications</b>   | <b>Required Work Hours</b>                           | <b>Assistantship Benefits</b>  |
| <b>01G20</b>                                      | <p><b>Translation Center Assistant</b></p> <p>The assistant will be directly involved in translating and proofreading the documents as part of the translation team. This position will assist with the move to working remotely due to COVID-19. 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><b>Mentor: Dr. Antonio Guijarro-Donadiós</b></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 \$15.75 per hour.</p> |

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| <p><b>02G20</b></p>                | <p><b>Teaching &amp; Administrative Assistant to the Department of History &amp; Political Science</b></p> <p>The graduate assistant will help support undergraduate faculty in their teaching preparation, which may include some classroom or grading responsibilities by assignment. In particular, the GA will assist faculty with remote teaching responsibilities, as well as online tutoring due to COVID-19. 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"> <li>● B.A. Degree</li> <li>● Strong writing, organizational and interpersonal skills</li> <li>● Fluency with Microsoft and Google Suite tools (Adobe, Excel, Docs, Files, Forms, Sites)</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 \$15.75 per hour.</p> |
| <p><b>03G20</b><br/><b>x 3</b></p> | <p><b>Non-Profit Management/ Public Administration &amp; Policy / Public Management Research/Teaching Assistant</b></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 NPM/MPAP/MPM program in particular, and the Urban Studies Department in general. Duties will</p>   | <p>Excellent Microsoft Office Skills, Knowledge of Survey Monkey Software, Good Writing and Communication Skills, Good Organization Skills, Social Media 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 \$15.75 per hour.</p> |

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|                                    | <p>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 and helping to update department social media sites. A large portion of the position will be completed online, in support of the department's remote teaching responsibilities due to COVID-19.</p> <p><i>Mentor: Dr. Shiko Gathuo</i></p> |  |  |  |
| <p><b>04G20</b><br/><b>x 2</b></p> | <p><b>Graduate Assistant for Community/Public Health Clinical Specialty Track</b></p> <p>The responsibilities of the graduate assistant are to:</p> <ol style="list-style-type: none"> <li>1) Assist Graduate Coordinator in other administrative/clerical work</li> <li>2) Provide support at student events (such as orientation)</li> <li>3) Market and promote MSN in Community/Public Health Nursing program by creating marketing</li> </ol>  | <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 \$15.75 per hour.</p> |

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|                     | <p>materials and holding information sessions at WSU and health care organizations</p> <p>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> <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>7) Assist department with move to remote teaching and learning due to COVID-19 adjustments on campus</p> <p><i>Mentor: Dr. Stephanie Chalupka</i></p> |  |   |  |
| <p><b>05G20</b></p> | <p><b>Speech-Language-Hearing Clinical Administrator/ Teacher</b></p> <p>The graduate assistant will be responsible for assisting with the operation of the Worcester State University Speech-Language-Hearing Center. Responsibilities include</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.</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 \$15.75 per hour.</p> |

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|                                    | <p>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). The graduate assistant will support the clinic in all aspects of COVID-19 adjustments, for example, virtual sessions, online appointments, and remote working responsibilities.</p> <p><i>Mentor: Ann Veneziano-Korzec</i></p> | <p>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><b>06G20</b><br/><b>x 2</b></p> | <p><b>Graduate Assistant in Communication Sciences Disorders</b></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. Many of these responsibilities have been adjusted to meet campus requirements re: COVID-19. The graduate assistants will assist faculty in staff in meeting these</p>                           | <p>Must be matriculated 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 \$15.75 per hour.</p> |

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|                                    | <p>expectations. 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><b><i>Mentor: Dr. Susanna Meyer</i></b></p>  |   |  |  |
| <p><b>07G20</b><br/><b>x 2</b></p> | <p><b>Graduate Assistant in Occupational Therapy</b><br/>The graduate assistant in the Occupational Therapy Department may have duties in the following areas:<br/><u>Teaching Support:</u> The OT graduate assistant will help OT faculty in labs and classes by assisting other students, group tutoring, setting up equipment and the classroom, and may also prepare and deliver one or two lectures. This work will be done both face-to-face, as well as online, due to COVID-19 changes on campus. <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.<br/><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</p> | <p>Must be an MOT student (post bac or conditional)</p> <p>Must be mature, professional, flexible, and detail-oriented. Ability to protect client/student/department privacy and respect confidentiality. Experience needed with Microsoft Word, Excel, and SPSS.</p> | <p>15 hours per week when classes are in session.<br/><b>Note:</b> Student will not work the assistantship 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 \$15.75 per hour.</p> |

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|              | <p>results. The graduate assistant will also help maintain and organize supplies and materials in the OT Assessment Room.</p> <p><i>Mentor: Dr. Tanya Trudell</i></p>   |   |  |  |
| <b>08G20</b> | <p><b>Graduate Assistant for Early Childhood 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 Pathways Grant</i> and the <i>Accelerated Online Program</i></li> <li>● Assist in administrative activities related to the Early Childhood Graduate and Continuing Education Activities, including the <i>Educator Pathways Grant</i></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 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> </ul> | <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 and utilize technology. 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 \$15.75 per hour.</p> |

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|       | <ul style="list-style-type: none"> <li>● Working with coordinators, research case studies and other materials that might be useful to course delivery/ learning</li> <li>● Support undergraduate students in preparation for the Massachusetts Test for Education Licensure (MTEL)</li> <li>● A large portion of the work completed will be online or remote, due to the restrictions in place from COVID-19. The student will support the department in its efforts to follow these new guidelines.</li> </ul> <p><i>Mentor: Dr. Carol Donnelly</i></p> |   |  |   |
| 09G20 | <p><b>Graduate Assistant for 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 Elementary Education program including engaging in the research collaboratively with faculty with the option of presenting research in formal settings</li> <li>● 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</li> </ul> | <p>The graduate student should:</p> <ul style="list-style-type: none"> <li>● Have the ability to work independently and cooperatively with coordinators and others</li> <li>● Have basic knowledge of the focus of the Elementary Education program</li> <li>● Have the ability to communicate professionally</li> <li>● Be creative in terms of recruitment</li> <li>● Demonstrate attention to detail, the importance of</li> </ul> | 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 \$15.75 per hour. |



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|  | <ul style="list-style-type: none"> <li>● Assist faculty with marketing and promoting programs to a broad community, including local public school districts and current undergraduate students</li> <li>● Collect and maintain/ file student work and develop questionnaires and collect and organize 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> <li>● Research and disseminate information related to online course formats and online/distance learning tools</li> <li>● 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</li> <li>● Assist in maintaining and managing partnerships with local schools</li> <li>● Create materials, such as surveys etc., as well as collect and analyze data for use in the state program approval process</li> <li>● A large portion of the work completed will be online or remote, due to the restrictions in place from COVID-19. The student will support</li> </ul> | <p>accuracy, and effective use of time</p> <ul style="list-style-type: none"> <li>● Be resourceful, self-motivated, and take initiative</li> <li>● Have experience working on the various Microsoft Office software as well as other relevant software</li> <li>● Have at least intermediate technological knowledge and skills</li> <li>● Have a positive attitude</li> <li>● Be willing to present to groups of people</li> </ul> |  |  |
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|              | <p>the department in its efforts to follow these new guidelines.</p> <p><i>Mentor: Dr. Christina Kaniu</i></p>   |   |   |  |
| <b>10G20</b> | <p><b>Graduate Assistant for Reading</b></p> <p>The graduate assistant will assist the Graduate Reading Coordinator with such tasks as:</p> <ul style="list-style-type: none"> <li>• Communicating and disseminating program resources to students and adjunct faculty</li> <li>• Designing, maintaining, and updating graduate program website</li> <li>• Planning and preparing materials for MTEL preparation workshops</li> <li>• 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</li> <li>• Maintaining and filing student work and related resources</li> <li>• A large portion of the work completed will be online or remote, due to the restrictions in place from COVID-19. The student will support the department in its efforts to follow these new guidelines.</li> </ul> <p><i>Mentor: Dr. Pamela Hollander</i></p> | <ul style="list-style-type: none"> <li>• Ability to communicate effectively and professionally when speaking and writing</li> <li>• Excellent computer skills (i.e. Microsoft Office, Excel, Gmail, Website design)</li> <li>• Knowledge of and dexterity with library databases and other research tools</li> <li>• Ability to manage time and work independently</li> <li>• Ability to work cooperatively with individuals in a variety of roles, including other graduate assistants, graduate and undergraduate students, professors, administrative assistants, etc.</li> <li>• Knowledge of reading research and/or research in related field preferred</li> <li>• Knowledge of education through undergraduate degree in education or similar field preferred</li> </ul> | <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 \$15.75 per hour.</p> |

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| <p><b>11G20</b></p> | <p><b>Graduate Assistant in Moderate Disabilities Graduate Program/ Faculty &amp; Adjunct Support</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</li> </ol> | <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 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 \$15.75 per hour.</p> |
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|                     | <p>technology to encourage course delivery.</p> <ol style="list-style-type: none"> <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> <li>7. A large portion of the work completed will be online or remote, due to the restrictions in place from COVID-19. The student will support the department in its efforts to follow these new guidelines</li> </ol> <p><i>Mentor: Dr. Sue F. Foo</i></p> |  |   |  |
| <p><b>12G20</b></p> | <p><b>Graduate Assistant in Moderate Disabilities Graduate Program/ Marketing &amp; Retention</b></p> <p>The responsibilities of the graduate assistant are:</p> <ol style="list-style-type: none"> <li>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)</li> </ol>  | <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> </ul> | <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 \$15.75 per hour.</p> |

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|  | <ol style="list-style-type: none"> <li>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</li> <li>3. Coordinate training and meetings that will help adjunct faculty utilize BlackBoard and other technology to encourage course delivery</li> <li>4. Research current trends, case studies and other materials that are relevant for the program</li> <li>5. Work with students to prepare them for the Communications and Literacy MTEL: Reading and Writing</li> <li>6. Assist in the Education Department Approval process</li> <li>7. Other responsibilities assigned by the Coordinator</li> <li>8. A large portion of the work completed will be online or remote, due to the restrictions in place from COVID-19. The student will support the department in its efforts to follow these new guidelines.</li> </ol> <p><b><i>Mentor: Dr. Sue F. Foo</i></b></p> | <ul style="list-style-type: none"> <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> |  |  |
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| <p><b>13G20</b></p> <p><b>Year 1</b></p> <p><b>and</b></p> <p><b>Year 2</b></p> | <p><b>Graduate Assistant for the School Psychology Program</b></p> <p>Year One</p> <ol style="list-style-type: none"> <li>1. Assist in recruitment of new WSU School Psychology students</li> <li>2. Design posters, obtain Coordinator approval and interact with the Printing Office to obtain posters for dissemination</li> <li>3. Distribute Approved Posters</li> <li>4. Present information about the School Psychology Program at Graduate Schools, Psychology classes or job fairs specific to the program</li> <li>5. Create “social opportunities” for prospective, interested students to ask questions, etc.</li> <li>6. Continually update School Psychology Website</li> <li>7. Student Liaison with the National Association of School Psychology</li> <li>8. Assist with the management of materials library for the School Psychology Program</li> <li>9. Other duties as determined by the Program Coordinator</li> <li>10. The student will assist the department with its shift to</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 \$15.75 per hour.</p> |
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|  | <p>remote working and learning due to COVID-19</p> <p>Year Two—Tues all day on campus or possibly online, as COVID-19 restrictions dictate (see coordinator for exact schedule)</p> <ol style="list-style-type: none"> <li>11. Assist in the courses: EP 903 and EP 904</li> <li>12. Present topics specified by the Professor (teaching opportunity)</li> <li>13. Administer competency exams to first year students</li> <li>14. Score protocols</li> <li>15. Lead EP 903L and EP 904L Labs</li> <li>16. Deliver prescribed administration and scoring exercises in Labs</li> <li>17. Assist students in test administration practice</li> <li>18. Manager of the materials library for the School Psychology Program</li> <li>19. The student will assist the department with its shift to remote working and learning due to COVID-19</li> </ol> <p><b><i>Mentor: Dr. Diane Cooke</i></b></p> |  |  |  |
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| <p><b>14G20</b><br/><br/>x 2</p> | <p><b>Nurse Education Graduate Assistant</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> <li>6. Assist the department with remote teaching and learning activities due to COVID-19 changes</li> </ol> <p><i>Mentor: 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 \$15.75 per hour.</p> |
| <p><b>15G20</b><br/><br/>x 3</p> | <p><b>Graduate Assistant for M.S. in Management</b></p> <p>The graduate assistants will assist the graduate faculty, the graduate coordinator of the M.S. in Management</p>   | <ol style="list-style-type: none"> <li>1) Good working knowledge of Excel</li> <li>2) Preference given to students who are</li> </ol> | <p>15 hours per week when classes are in session.</p> <p>Student availability must include at least 10 hours on-campus between</p> | <p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$15.75 per hour.</p> |



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|  | <p>program, and the Business Administration and Economics Department in the following ways:</p> <ul style="list-style-type: none"> <li>• The graduate assistants will provide administrative support and assistance in continuing the awareness campaign for the 4+ program between the BA undergraduate major and the M.S. in Management graduate program. The assistant will hold drop-in office hours for current, undergraduate business administration majors to provide information about the 4+ program within the M.S. in Management program. They will also assist in activities such as 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. Limited grading of objective-question based homework or quizzes may also be assigned.</li> </ul> | <p>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>10:00a.m and 5:30p.m., Monday thru Thursday. The on-campus schedule must include a Tuesday and/or Thursday from 10:00a.m. to 3:00p.m. Other work may be assigned to be completed at home for the 15 hour per week requirement.</p> |  |
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|                     | <ul style="list-style-type: none"> <li>● 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.</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 Department of Business Administration and Economics as organized by the graduate coordinator. Experience with Microsoft Excel for PC use is required.</li> <li>● The graduate assistants will support the department in its efforts to teach and work remotely due to COVID-19 adjustments.</li> </ul> <p><i>Mentor: Dr. Elizabeth Wark</i></p> |  |   |   |
| <p><b>16G20</b></p> | <p><b>ESL Program Graduate Assistant</b></p> <p>Seeking a graduate student who is interested in language learning, second</p>  | <p>Knowledge of one or more non-European languages like Chinese, Arabic, Hebrew, etc., as well as European languages</p> | <p>15 hours per week when classes are in session. Work schedule to overlap with ESL and</p> | <p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer</p> |

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| <p>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.</p> <p>The 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>The graduate assistant will support faculty in the move to fully online or hybrid teaching models, due to the COVID-19 pandemic.</p> <p><b><i>Mentor: Dr. Margarita Pérez</i></b></p> | <p>like Spanish, Portuguese, French, etc.</p> <p>Preferably has EFL (English as a Foreign Language) teaching experiences such as having interned and/or taught abroad.</p> | <p>other graduate offerings possibly with the following schedule:<br/>Monday – Thursday<br/>3:30- 7:30 for a total of 15 hours/week.</p> | <p>I/II) and a stipend of \$15.75 per hour.</p> |
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| <p><b>17G20</b><br/><b>x 2</b></p> | <p><b>Research, Teaching and Middle/Secondary Post Baccalaureate Support</b></p> <p>This position will provide program administration and teaching support in the Middle and Secondary Post-Baccalaureate licensure program. The GA will assist in research in the areas of teacher preparation and program evaluation. The GA will also support faculty in remote and hybrid teaching models, as dictated by COVID-19 restrictions.</p> <p><i>Mentor: Dr. Susan Monaghan</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 \$15.75 per hour.</p> |
| <p><b>18G20</b></p>                | <p><b>Faculty Research Support Technician in Biotechnology</b></p> <p>The graduate assistant will provide 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>                         | <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.</p>  | <p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$15.75 per hour.</p> |

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|              | <ul style="list-style-type: none"> <li>● Cleaning and maintain laboratory areas and equipment</li> <li>● Maintaining strict protocols for new COVID-19 requirements</li> </ul> <p><i>Mentors: Dr. Ellen Fynan</i></p>   |   |   |   |
| <b>19G20</b> | <p><b>Graduate Assistant in English</b></p> <p>Duties will include: Assisting in research, assistance in conference presentations, gathering research data, manuscript preparation, data entry, assistance in organization of department functions and events, technical assistance in course offerings, assistance in the recruitment of students and technical maintenance of information delivery system. The graduate assistant will support faculty and the department in its move to mostly online and hybrid teaching, due to COVID-19 restrictions.</p> <p><i>Mentor: Dr. Donald Vescio</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> | 15 hours per week when classes are in session. Work hours will be negotiated based on student schedule. | Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$15.75 per hour. |
| <b>20G20</b> | <p><b>Education Program Support and Evaluation</b></p> <p>The position will provide department support with the Education department evaluation and program approval process. In addition, the position may assist faculty with online and hybrid teaching support due to changes in teaching schedules to meet COVID-19</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</p>   | 15 hours per week when classes are in session. Work hours will be negotiated based on student schedule. | Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$15.75 per hour. |

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|                            | <p>requirements. 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>assessment and technology. Ability to use Microsoft Office including Excel, BlackBoard, and Google Tools including Google sites, forms, classrooms, and sheets.</p>  |  |  |
| <b>21G20</b>               | <p><b>Secondary Education Program Support and Evaluation</b></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>Due to COVID-19 campus restrictions, a large portion of the work for this position will be completed online, using meeting software, such as Zoom or Google Meet, to accomplish its goals and support faculty with remote and hybrid teaching.</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 \$15.75 per hour.</p> |
| <b>22G20</b><br><b>x 3</b> | <p><b>Research, Teaching and Middle/Secondary Program Support</b></p> <p>This position will provide program administration and teaching support in the Middle and Secondary Graduate</p>  | <p>Ability to communicate professionally orally and in writing, including strong proofreading skills. Ability to prioritize and work independently. Well-developed</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</p>  | <p>Up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II) and a stipend of \$15.75 per hour.</p> |

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|              | <p>Education Programs. The GA will also assist in research areas of multicultural children’s literature, literacy, and multicultural/global education.</p> <p>Due to COVID-19 campus restrictions, a large portion of the work for this position will be completed online, using meeting software, such as Zoom or Google Meet, to accomplish its goals and support faculty with remote and hybrid teaching.</p> <p><b>Mentor: Dr. Sara Young</b></p>  | <p>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>on Tuesdays and/or Thursdays during the day.</p>  |  |
| <b>23G20</b> | <p><b>Graduate Assistant for Marketing/Recruitment for Graduate Education Programs</b></p> <p>This position will provide marketing and graduate admissions support for Education Graduate Programs. This position will collaborate with Education Graduate Program Coordinators and Graduate and Continuing Education (DGCE) to communicate with prospective students, applicants to graduate Education programs, and market the programs to potential applicants.</p> <p>Due to COVID-19 campus restrictions, a large portion of the work for this position will be completed online, using meeting software, such as Zoom or Google Meet, to accomplish its goals.</p> <p><b>Mentor: Dr. Sara Young/Sara Grady</b></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 and/or background in marketing. Ability to attend college fairs and conferences, as needed.</p> | <p>15 hours per week when classes are in session during normal working hours, some nights and weekends may be required to attend college fairs</p> | <p>Up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II) and a stipend of \$15.75 per hour.</p> |

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

**Campus Support Placements (CSP)**

| Position Number     | Job Description  | Recommended Qualifications   | Required Work Hours   | Assistantship Benefits   |
|---------------------|--|--|---|--|
| <p><b>01C20</b></p> | <p><b>Academic Affairs/Research Advisory Board – Graduate Assistant</b></p> <p>The GA for Research Initiatives will work with the Academic Affairs Faculty Fellow for Research on different activities and projects, including a series of grant writing support sessions, and development of the Academic Affairs aspect of the future Worcester State University Office of Research Support. Depending on the GA’s skills and interests, the GA might also work with the Faculty Fellow and the Research Academic Board to help develop grant and research policies, a research website, or other things. The position is ideal for a graduate student considering further graduate study, or research work in any area. The GA will have the opportunity to learn about grant writing, grant funding, different funding agencies (such as the National Science Foundation, the National Institute of Justice, and the National Endowment for the Arts), and research project development from exceptional faculty members, starting with the Faculty Fellow.</p> <p><i>Supervisors: Dr. Doug Kowalewski</i></p> | <p>An interest in research work, good writing skills, and good organizational skills</p> | <p>12 hours per week when classes are in session.</p> <p>Scheduling for work hours is flexible and will be done by the GA and faculty fellow based on their schedules</p> | <p>Tuition/fee waiver for up to three graduate courses in the student’s program per term (Fall, Spring, Summer I/II)</p> |



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| <p><b>02C20</b></p> | <p><b>Academic Success Center – Academic Success 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> <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> | <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)</p> |
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| <p><b>03C20</b></p> | <p><b>Graduate Assistant for Recreation &amp; Wellness</b></p> <ul style="list-style-type: none"> <li>● Assist with facility management, operation, scheduling, and staff supervision during available nights and weekends</li> <li>● Assist in the opening, closing and outside rental supervision of the Wellness Center</li> <li>● Responsible for management of Innosoft Fusion including membership sales, registrations, equipment rental and reservations</li> <li>● Assist in developing the schedule, human resources paperwork, timesheets and payroll</li> <li>● Collaborate with data entry and collection through Innosoft Fusion, IMLeagues and other software</li> <li>● Model, promote, and consistently enforce Wellness Center Policies and Procedures related to access, risk, safety, and its use thereof</li> <li>● Assist in the promotion and public relations of programming and facilities through the use of Social Media, street marketing, Alumni and Community outreach, etc.</li> <li>● Responsible for maintaining inventories of equipment within Innosoft Fusion, making recommendations for acquisition of new equipment replacement and supplies as necessary</li> <li>● Assist in the coordination of collaborative wellness related events/programs and</li> </ul> | <ul style="list-style-type: none"> <li>● Desire to develop knowledge, skills, and abilities to work in a collegiate recreation and wellness setting</li> <li>● Outgoing personality with exemplary communication and organization skills</li> <li>● Superior time management and project management skills</li> <li>● Strong work ethic and dedication to spreading Wellness to the Worcester State campus community</li> <li>● Valid CPR &amp; AED certification</li> </ul> | <p>12 hours per week when classes are in session. Hours are flexible, but will often take place in the evenings and some weekends.</p> | <p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II)</p> <p><b>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</b></p> |
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|              | <p>initiatives for the University community, including Healthier Woo</p> <ul style="list-style-type: none"> <li>● Support the intramural staff with officials' training of specific sports, including risk management and game supervision</li> <li>● Develop/Implement new and additional programming ideas, consistent with the vision of the program and department</li> <li>● Assist in other related department-wide events, games, and programs, when needed</li> </ul> <p><i>Supervisor: Dean Bowen</i></p>  |   |   |  |
| <b>04C20</b> | <p><b>Center for Teaching and Learning Graduate Assistant</b></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)</p> |

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| <p><b>05C20</b></p> | <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, and administrative assistant. The responsibilities include, but are not limited to, the following areas:</p> <ul style="list-style-type: none"> <li>• Plan and host co-curricular events, including a service trip, in order to foster community and build cultural capital among students</li> <li>• Serve as a peer mentor and peer advisor for the program</li> <li>• Head the student advisory committee of honors</li> <li>• Communicate with honors students using media tools</li> <li>• Keep internal website updated, send weekly newsletter, update calendar</li> <li>• Assist in recruitment efforts throughout the Honors admissions cycles</li> </ul> <p><i>Supervisor: Dr. Meghna Dilip and Dr. Cleve Wiese</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 written and communication skills required. 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)</p> <p><b>A stipend of \$2,400 per term for up to three terms will be provided by the Honors Program.</b></p> |
| <p><b>06C20</b></p> | <p><b>Library Archives Assistant</b></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 or 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>Graduate-level research and writing skills with aptitude for discovering and using primary and secondary sources; developing bibliographies; and writing clear, accurate, and succinct historical narratives. Interpersonal skills to work effectively with WSU students, faculty, administrators, and community members. Analytical skills necessary to create indexes and abstracts and to evaluate and organize archival information</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)</p>   |

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|              | <p>Secondary responsibilities may include assisting archives researchers including students, faculty, administrators, and community members; and assisting with exhibition development and public programs.</p> <p><i>Supervisor: Ross Griffiths</i></p>  | <p>including archives, manuscripts, and photographs. Interest in or knowledge about principles and practices related to archives and librarianship.</p>   |  |  |
| <b>07C20</b> | <p><b>Graduate Student Coordinator for WSU Presidential Student Ambassadors</b></p> <p>The President's Office Graduate Assistantship is a position where the graduate assistant will be in charge of the Presidential Student Ambassadors (PSA) Program. The graduate assistant will coordinate 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-studentambassadors/">www.worcester.edu/presidential-studentambassadors/</a></p> <p><i>Supervisor: Nicole Kapurch</i></p> | <p>Organizational skills, leadership skills and the ability to plan and run meetings</p>  | <p>12 hours per week when classes are in session.</p> <p>Hours have not been pre-determined.</p> | <p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II)</p> <p><b>Stipend of \$3,000 offered (\$1,200 Fall, \$1,200 Spring, \$600 Summer I or II (if program continues through summer))</b></p> |
| <b>08C20</b> | <p><b>Student Success Coach/Retention Office</b></p> <p>This graduate assistant will provide non-academic assistance to support undergraduate students across all disciplines with focus on issues pertaining to persistence, retention, and graduation. Working directly with the students, the Student Success Coach is responsible for communicating referrals, opportunities, corrections, and pathways to support a student's success.</p>   | <ul style="list-style-type: none"> <li>● Experience with Worcester State University</li> <li>● Bachelor's degree from an accredited institution</li> <li>● Excellent oral and written communication skills</li> <li>● Ability to build rapport and meaningful relationships with students and colleagues</li> </ul> | <p>12 hours per week when classes are in session.</p> <p>Hours have not been pre-determined.</p> | <p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II)</p>   |

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|  | <ul style="list-style-type: none"> <li>● Assist with implementing intervention strategies to support students who may be of concern through an early alert system notification</li> <li>● Provide academy and personal guidance and referral services to students</li> <li>● Assist with the development, scheduling and implementation of retention materials, workshops, and trainings</li> <li>● Provide Success Coaching for a caseload of new students</li> <li>● Utilize available technology and student interactions to maintain on-going contact with assigned caseload of students to ensure their persistence and satisfaction towards degree completion</li> <li>● Maintain knowledge of the WSU campus, enrollment processes, academic requirements, and other aspects of campus-life that affect students' persistence</li> <li>● Provide in-person phone and electronic support to undergraduate students across all disciplines to answer general questions related to university policy and procedure</li> <li>● Assist with student exit assessment implementation and analysis</li> <li>● Perform other duties as assigned</li> </ul> <p><i>Supervisor: Thomas Kelley</i></p> | <ul style="list-style-type: none"> <li>● Experience using and comfort with technology (student information system, basic Microsoft Office, etc.), as well as the ability and willingness to learn new computer-based programs</li> <li>● Ability to work well with a diverse group of individuals and be perceptive and understanding of student concerns</li> <li>● Encompass creative problem-solving capabilities</li> <li>● Appropriate handling of confidential information and professional approach to all responsibilities as outlined</li> <li>● Demonstrate the ability to maintain confidentiality, and adhere to FERPA regulations</li> <li>● Willingness to work occasionally evenings and weekends as needed</li> <li>● Ability to work independently as well as part of a team</li> </ul> |  |  |
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| <p><b>09C20</b></p> | <p><b>Community Standards Graduate Assistant</b></p> <p>The GA will assist the Office of Community Standards in its day to day operations. Responsibilities include: General office tasks, updating of student files within the Maxient system, data entry, etc. The GA will become a trained member of both the University Conduct and Appellate boards as well as the Academic Honesty Board. The GA will also assist in the day to day operating of Thea's Food Pantry. Responsibilities include: Assisting students who utilize Thea's Pantry, donation tracking, re-stocking, and writing of reports for the Greater Worcester Food Bank.</p> <p><i>Supervisor: Joshua Katz</i></p>  | <p>The GA must be organized and have basic computer skills. Experience in the Maxient Software is a plus. Must be able to work independently and have strong communication skills.</p> <p>*The GA MUST sign a confidentiality waiver. *</p> | <p>The 12 scheduled hours will be mutually agreed upon by the GA and the supervisor. They will be between 9:00a.m and 5:00p.m. during the work week.</p> | <p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall, Spring, Summer I/II)</p>  |
| <p><b>10C20</b></p> | <p><b>Aisiku STEM Center Graduate Assistant</b></p> <p>The position of the Aisiku STEM Center graduate assistant is to provide support for the activities of the STEM center, including the Peer Assisted Learning Program (PAL). This program provides support to students in key STEM classes through student-led instructor-supported, group study and review sessions run by trained student facilitators. Responsibilities of the Assistant will include: help organize and plan PAL training and events; publicize the STEM Center programs; collaborate with professors who coordinate and lead events; collect and organize data; file and organize the Center's materials; assist in writing and editing brochures, announcements, etc.; help with scheduling and maintaining the calendar for the Center space; help perform observations for PAL</p> | <p>The Aisiku STEM Center graduate assistant should have good organizational and communication skills, as well as strong computer skills: comfortable working with the University mail, calendar and Google Drive.</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)</p> <p><b>The Aisiku STEM Center will offer the GA a stipend for the 12 hours per week at \$15.00 per hour to provide administrative support for the initiatives of the STEM Center.</b></p> |

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|  | sessions; data analysis; and perform other duties as assigned by the Director.<br><br><b><i>Supervisor: Dr. Daron Barnard</i></b> |  |  |  |
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