



Graduate School
Graduate Assistantship Opportunities
Academic Year 2022-2023
(September 2022 – May 2023)

Graduate Academic Program Placements (GPP)				
Position Number	Job Description	Recommended Qualifications	Required Work Hours	Assistantship Benefits
01G22	<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. Naida Saavedra</i></p>	<p>Advanced knowledge of Spanish and English. Ability to work independently with minimal supervision. Preferably the student will have completed a course in translation. Must be competent in Microsoft Word, Google Docs, 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 during fall and spring semesters</p>	<p>Up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$17.25 per hour</p>
02G22	<p>Teaching & Administrative Assistant to the Department of History & Political Science</p> <p>The graduate assistant will help support undergraduate faculty in their teaching, which may include classroom or grading responsibilities by assignment. The</p>	<ul style="list-style-type: none"> ● B.A. Degree in History, Political Science, or related field ● Strong writing, organizational and interpersonal skills ● Fluency with Microsoft and Google Suite tools 	<p>15 hours per week when classes are in session during fall and spring semesters.</p> <p>Student availability must include some on-campus weekday hours.</p>	<p>Up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$17.25 per hour</p>

	<p>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 or newsletter, archiving department materials, and tasks related to ongoing program and course assessment.</p> <p><i>Mentor: Dr. Tona Hangen</i></p>	(Adobe, Excel, Docs, Files, Forms, Sites)		
<p>03G22 x 3</p>	<p>Non-Profit Management/ Public Administration & Policy / Public 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 NPM/MPAP/MPM program in particular, and the Urban Studies Department in general.</p> <p>Duties will include: assisting faculty members with research-related activities such as compilation of sampling frames, participant screening, data collection, data entry, online survey administration, and preparation of poster presentations; assisting faculty members with classroom-related activities including preparation of handouts and other teaching materials; updating department and program websites as directed and</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 during fall and spring semesters</p>	<p>Up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$17.25 per hour</p>

	<p>helping to update department social media sites.</p> <p><i>Mentor: Dr. Shiko Gathuo</i></p>			
04G22	<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. 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 4. Research current trends, case studies, and other materials that are relevant for the program 5. Provide academic support to students through weekly tutoring 7. Assist department with move to remote teaching and learning due to COVID-19 adjustments on campus <p><i>Mentor: Dr. Stephanie Chalupka</i></p>	<p>Must be mature, professional, flexible, and detail-oriented. Ability to protect student/department privacy and respect confidentiality. Experience needed with Microsoft Word and PowerPoint. Applicants must be matriculated in the MS in Nursing (Community/Public Health) program.</p>	<p>15 hours per week when classes are in session during fall and spring semesters. No predefined hours. Schedule can be flexible.</p>	<p>Up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$17.25 per hour</p>

<p>05G22</p>	<p>Graduate Assistant for Public and Population Health Nursing Program</p> <p>The responsibilities of the graduate assistant are to support the daily operations of the public and population health nursing program. Students will assist the coordinator in various aspects of coordinating the program.</p> <p><i>Mentor: Dr. Theresa Khoury</i></p>	<p>Must be mature, professional, flexible, and detail-oriented. Ability to protect student/department privacy and respect confidentiality. Applicants must be matriculated in the MS in Nursing (Public & Population Health) program.</p>	<p>15 hours per week when classes are in session during fall and spring semesters.</p>	<p>Up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$17.25 per hour</p>
<p>06G22</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). The graduate assistant will support the clinic in all aspects of COVID-19 adjustments, for example, virtual sessions, online</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 during fall and spring semesters.</p>	<p>Up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$17.25 per hour</p>

	<p>appointments, and remote working responsibilities.</p> <p><i>Mentor: Ann Veneziano-Korzec</i></p>			
<p>07G22</p> <p>x 2</p>	<p>Graduate Assistant in Communication Sciences Disorders</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 undergraduate or graduate students, assisting with design and grading of exams, lecture presentation, and other course management responsibilities. GAs collaborate with faculty in undergraduate events such as informational meetings, orientation, and retention activities. 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 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</p>	<p>Must be matriculated in the graduate Speech-Language Pathology program.</p>	<p>15 hours per week when classes are in session during fall and spring semesters.</p>	<p>Up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$17.25 per hour</p>

	<p>scale, department members with administrative support.</p> <p>Mentor: Dr. Kris Curro</p>			
08G22	<p>Graduate Assistant in Occupational Therapy</p> <p>The graduate assistant in the Occupational Therapy Department may have duties in the following areas:</p> <p><u>Teaching Support:</u> The OT graduate assistant will help OT faculty in labs and classes by assisting other students, conducting open labs, 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.</p> <p><u>Research:</u> The OT graduate assistant will help individual faculty conduct literature searches, create surveys, analyze data, and will have additional input when necessary. <u>Administrative:</u> The graduate assistant will help the Chair conduct surveys of all constituents by creating data sets, analyzing the data in SPSS, and then writing up descriptive summaries of the results. The graduate assistant will also help maintain and organize supplies and materials.</p> <p>Mentor: Dr. Tanya Trudell</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 during fall and spring semesters. Note: 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 and Spring) and a stipend of \$17.25 per hour</p>

<p>09G22 x 2</p>	<p>Graduate Assistant for Early Childhood Education</p> <p>Reach out and respond to prepracticum students and student teachers under the direction of faculty mentor and department chair.</p> <p>Reach out and respond to employees of the Guild of St. Agnes to assist them in accessing continuing education and scholarship opportunities available through Worcester State University.</p> <p>Assist in instructing the Curriculum course being taught at the Mill Street Center at the Guild of St. Agnes.</p> <p>Assist in scheduling the pre-practicum students and student teachers at the Mill Street Center at the Guild of St. Agnes.</p> <p>Maintain attendance records for working at Mill Street Center at the Guild of St. Agnes.</p> <p><i>Mentor: Dr. Carol Donnelly</i></p>	<p>Ability to work independently and cooperatively with coordinators and others. Basic knowledge of the focus of the Early Childhood Education program.</p> <p>Ability to communicate professionally and utilize technology.</p> <p>Attention to detail, the importance of accuracy, and effective use of time.</p> <p>Experience using various Microsoft Office software and Google software, as well as other relevant software.</p> <p>Experience and educational background in Speech and Language Pathology or Early Childhood Literacy preferred.</p> <p>Reliable transportation to the Mill Street Center at the Guild of St. Agnes.</p>	<p>15 hours per week when classes are in session during fall and spring semesters</p>	<p>Up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$17.25 per hour</p>
<p>10G22</p>	<p>Graduate Assistant for Elementary Education</p> <p>The graduate assistant will:</p> <ul style="list-style-type: none"> • Work with undergraduate students who need extra support with studying for the MTELs by providing study 	<p>The graduate student should:</p> <ul style="list-style-type: none"> • Have the ability to work independently and cooperatively with other students, coordinators, etc. 	<p>15 hours per week when classes are in session during fall and spring semesters.</p>	<p>Up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$17.25 per hour</p>

	<p>sessions and instruction related to test taking skills.</p> <ul style="list-style-type: none"> ● Hold weekly office hours for undergraduate students who need help with undergraduate projects and work. Duties include, but aren't limited to, helping students to edit written work, reviewing assignments with students, and helping students to navigate Blackboard course shells. ● 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 ● 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 ● 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 	<ul style="list-style-type: none"> ● Have basic knowledge of the focus of the Elementary Education program ● 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, Google products, as well as other relevant software ● Have at least intermediate technological knowledge and skills ● Have a positive attitude and be willing to present to groups of people 		
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	<p>collect and organize data that demonstrates the effectiveness of the programs</p> <ul style="list-style-type: none"> ● Research and disseminate information related to online course formats and online/distance learning tools ● 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 and accreditation processes <p><i>Mentor: Dr. Christina Kaniu</i></p>			
<p>11G22</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 	<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. 	<p>15 hours per week when classes are in session during fall and spring semesters. 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 and Spring) and a stipend of \$17.25 per hour</p>

	<ul style="list-style-type: none"> • Maintaining and filing student work and related resources • A large portion of the work completed will be online or remote <p><i>Mentor: Dr. Pamela Hollander</i></p>	<ul style="list-style-type: none"> • Knowledge of reading research and/or research in related field preferred • Knowledge of education through undergraduate degree in education or similar field preferred 		
12G22	<p>Graduate Assistant in Moderate Disabilities Graduate Program/ Faculty & Adjunct Support</p> <p>The responsibilities of the graduate assistant are:</p> <ol style="list-style-type: none"> 1. Assist and communicate with all adjunct faculty on a regular basis to ensure syllabi, resumes, practicum forms, and any other required material such as grades are submitted in a timely fashion. Assist all faculty, full time and adjuncts, in other administrative/clerical work. 2. Market and promote the Moderate Disabilities program by creating marketing materials and holding information sessions at WSU and other college campuses, and school districts (north and west of Worcester). 3. Ensure that enrolled students are kept abreast of course schedules and required state assessments, 	<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. 	15 hours per week between 8:30a.m. and 5:00p.m. when classes are in session during fall and spring semesters.	Up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$17.25 per hour

	<p>collect and maintain/file student work, and develop questionnaires or surveys to evaluate the effectiveness of the programs.</p> <ol style="list-style-type: none"> 4. Coordinate training and meetings that will help adjunct faculty utilize BlackBoard and other technology to encourage course delivery. 5. Research current trends, case studies and other materials that are relevant for the program. 6. Work with students to prepare them for the Communications and Literacy MTEL: Reading and Writing. 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 <p><i>Mentor: Dr. Sue Foo</i></p>	<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>13G22</p>	<p>Graduate Assistant in Moderate Disabilities Graduate Program/ Marketing & Retention</p> <p>The responsibilities of the graduate assistant are:</p>	<ul style="list-style-type: none"> • Ability to work independently and cooperatively with coordinators and other faculty and staff in the Education Department 	<p>15 hours per week between 8:30a.m. and 5:00p.m. when classes are in session during fall and spring semesters.</p>	<p>Up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$17.25 per hour</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 8. A large portion of the work completed will be online or remote, due to the restrictions in place from 	<ul style="list-style-type: none"> ● Basic knowledge of the h 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>		
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	<p>COVID-19. The student will support the department in its efforts to follow these new guidelines.</p> <p><i>Mentor: Dr. Sue F. Foo</i></p>			
<p>14G22</p> <p>Year 1</p> <p>and</p> <p>Year 2</p>	<p>Graduate Assistant for the School Psychology Program</p> <p>Year One</p> <ol style="list-style-type: none"> 1. Assist in recruitment of new WSU School Psychology students 2. Design posters, obtain Coordinator approval and interact with the Printing Office to obtain posters for dissemination 3. Distribute Approved Posters 4. Present information about the School Psychology Program at Graduate Schools, Psychology classes or job fairs specific to the program 5. Create “social opportunities” for prospective, interested students to ask questions, etc. 6. Continually update School Psychology Website 7. Student Liaison with the National Association of School Psychology 8. Assist with the management of materials library for the School Psychology Program 	<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 during fall and spring semesters.</p> <p>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 and Spring) and a stipend of \$17.25 per hour for two years</p>

	<p>9. Other duties as determined by the Program Coordinator</p> <p>Year Two—Tues all day on campus or possibly online, as COVID-19 restrictions dictate (see coordinator for exact schedule)</p> <p>10. Assist in the courses: EP 903 and EP 904</p> <p>11. Present topics specified by the Professor (teaching opportunity)</p> <p>12. Administer competency exams to first year students</p> <p>13. Score protocols</p> <p>14. Lead EP 903L and EP 904L Labs</p> <p>15. Deliver prescribed administration and scoring exercises in Labs</p> <p>16. Assist students in test administration practice</p> <p>17. Manager of the materials library for the School Psychology Program</p> <p><i>Mentor: Dr. Diane Cooke</i></p>			
<p>15G22</p> <p>x 2</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> <p>1) Record keeping of incoming documents; Maintain the hard copy files and electronic databases for the graduate programs</p>	<p>Applicants must be matriculated in the MS in Nursing Education program.</p>	<p>15 hours per week when classes are in session during fall and spring semesters.</p>	<p>Up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$17.25 per hour</p>

	<p>2) Assist at student events such as orientation/recruitment/open houses.</p> <p>3) Offer teaching support to Grad NUE faculty, including assisting in the preparation of classroom materials, leading discussion groups, or helping with other instructional/classroom activities</p> <p>4) May help with study sessions and/ or the tutoring of undergraduate and graduate students.</p> <p>5. May work on specific projects related to the Nursing Major under direct/indirect Nurse Ed faculty supervision</p> <p>6. Assist the department with remote teaching and learning activities due to COVID-19 changes</p> <p><i>Mentor: Dr. Amanda Cornine</i></p>			
<p>16G22</p> <p>x 3</p>	<p>Graduate Assistant for M.S. in Management</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 4+ program between the BA undergraduate major and the M.S. in Management 	<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 during fall and spring semesters.</p>	<p>Up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$17.25 per hour</p>

	<p>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.</p> <ul style="list-style-type: none"> ● The graduate assistants will offer teaching support to the graduate coordinator and to the graduate faculty in the Department of Business Administration and Economics including assisting in the preparation of classroom materials, leading discussion groups, or helping with other instructional activities. Limited grading of objective-question based homework or quizzes may also be assigned. ● The graduate assistants may serve as research assistants for faculty projects as needed by the graduate coordinator and graduate faculty. They may assist professors in conducting research that may lead to a joint public presentation or a joint authorship of a publication. ● The graduate assistants may help with study sessions and/or the 			
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	<p>tutoring of undergraduate and graduate students.</p> <ul style="list-style-type: none"> The graduate assistants will provide clerical and administrative support for the graduate faculty as needed. This will include the updating of databases and files for the graduate programs in the Department of Business Administration and Economics as organized by the graduate coordinator. Experience with Microsoft Excel for PC use is required. <p><i>Mentor: To Be Determined</i></p>			
<p>17G22</p>	<p>ESL Program Graduate Assistant</p> <p>Seeking 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.</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</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>Preferably 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 during fall and spring semesters. 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 and Spring) and a stipend of \$17.25 per hour</p>

	<p>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>The graduate assistant will support the faculty in analyzing and updating syllabi and working on other tasks regarding teacher licensure requirements.</p> <p><i>Mentor: Dr. Margarita Pérez</i></p>			
<p>18G22</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.</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. Comfort with Google and Microsoft Office.</p>	<p>15 hours per week when classes are in session during fall and spring semesters. Work hours will be negotiated based on student schedule.</p>	<p>Up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$17.25 per hour</p>

	<ul style="list-style-type: none"> • Assist in creation and administration of student surveys • Maintain database and files of student information • Assist in data management and analysis for purposes of evaluating program • Maintain informational website and create needed content <p><i>Mentor: Dr. Susan Monaghan</i></p>			
<p>19G22</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"> • 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 • Maintaining strict protocols for new COVID-19 requirements <p><i>Mentors: Dr. Roger Greenwell</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 during fall and spring semesters.</p>	<p>Up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$17.25 per hour</p>

<p>20G22</p>	<p>Graduate Assistant in English</p> <p>Duties will include: Assisting in research, assistance in conference presentations, gathering research data, manuscript preparation, data entry, assistance in organization of department functions and events, technical assistance in course 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>	<p>15 hours per week when classes are in session during fall and spring semesters. Work hours will be negotiated based on student schedule.</p>	<p>Up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$17.25 per hour</p>
<p>21G22</p>	<p>Education Program Support and Data Management</p> <p>The position will provide department support with the Education department evaluation and data management processes. The graduate student will make changes to survey instruments, and set up a schedule for administering them.</p> <p>The graduate student will administer, organize, and analyze the results. In addition, the position may assist faculty with online and hybrid teaching in support of students' MTEL needs.</p> <p>This job requires facility with Microsoft Word, especially EXCEL. The graduate student for this position will be organized</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 during fall and spring semesters. Work hours will be negotiated based on student schedule.</p>	<p>Up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$17.25 per hour</p>

	<p>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>22G22</p> <p>x2</p>	<p>Education Research, Teaching and Program Administration Graduate Assistantships</p> <p>This position will provide undergraduate and graduate program and teaching support in the Education Department, including designing and maintaining program and course websites, newsletters, spreadsheets, and supporting faculty in program administration, program assessment and marketing programs. The GA will also assist in research areas of multicultural children’s literature, literacy, and multicultural/global education. The GA may provide some tutoring or MTEL prep support to undergraduate licensure students, if appropriate given their background.</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 during fall and spring semesters. Work hours will be negotiated based on student schedule but will include some in person hours on Mondays and/or Fridays and some online/remote work.</p>	<p>Up to three graduate courses in the student’s program per term (Fall and Spring) and a stipend of \$17.25 per hour</p>

<p>23G22</p> <p>x 3</p>	<p>Education Department Graduate Assistantships</p> <p>These positions will provide program administration, licensure, and teaching support for Undergraduate Education Programs, Licensure programs, and other Education programs as needed. The GAs will provide some tutoring or MTEL prep support to undergraduate and licensure students. The GAs will also assist in planning and coordinating events for Undergraduate and Licensure students. GA's should have strong technology skills and be comfortable learning new systems and supporting students and faculty in navigating technology for learning, teaching, and licensure purposes.</p> <p><i>Mentor: Department Chairperson/ Dr. Sara Young/ Ms. Sara Grajales</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 during fall and spring semesters. Work hours will be negotiated based on student schedule, but will include some time during the day in the Education Office.</p>	<p>Up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$17.25 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
01C22	<p>Graduate Assistant for Research</p> <p>The GA for Research (GAR) will report to the Associate Vice President for Academic Affairs (AVPAA) and Director of the Office of Grants and Sponsored Research. The GAR will help develop and run research project and grant support sessions and programs for faculty and graduate students and will assist in organizing the 2023 Celebration of Scholarship and Creativity for graduate and undergraduate students, including its informational sessions. The GAR will work with the Research Advisory Board (chaired by the AVPAA) on various projects regarding research policies and procedures at Worcester State. The position includes great opportunities for professional development and gaining an insider's knowledge about research activities and grant writing.</p> <p><i>Supervisors: Dr. Nicole Scott and Dr. Hank Theriault</i></p>	Any graduate student in good standing is encouraged to apply	<p>12 hours per week when classes are in session during fall and spring semesters.</p> <p>Schedule of hours is flexible and will be worked out based on GAR's other schedule needs</p>	Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring)

<p>02C22</p>	<p>Recreation & Wellness Graduate Assistant</p> <ul style="list-style-type: none"> ● Assist with facility management, operations, scheduling, undergraduate staff training, supervision, and leadership development ● Assist in the opening, closing and rental supervision of the Wellness Center during mornings, nights, and weekends ● Responsible for management of Innosoft Fusion including membership sales, registrations, equipment rental and staffing facility reservations ● 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, and safety ● Assist in the promotion and public relations of programming and facilities through the use of Social Media, street marketing, Alumni and Community outreach and the Ambassador Program ● Responsible for maintaining inventories of equipment within Innosoft Fusion, making recommendations for acquisition of new equipment replacement and supplies as necessary based on student feedback ● Assist in the coordination of collaborative wellness related events/programs and initiatives for the University community, including Healthier Woo 	<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 and project management skills ● Strong work ethic and dedication to spreading Wellness to the Worcester State campus community ● Valid CPR & AED certification 	<p>12 hours per week when classes are in session during fall and spring semesters. Hours are flexible based on staffing needs, but may often take place in the evenings & weekends</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring)</p>
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	<ul style="list-style-type: none"> ● Support the intramural staff with officials training of specific sports, including risk management and game supervision ● Develop/Implement new and additional programming ideas, consistent with the vision of the program and department ● Assist in other related department wide events, games, and programs, when needed <p><i>Supervisor: Dean Bowen</i></p>			
03C22	<p>Center for Teaching and Learning Graduate Assistant</p> <p>Responsibilities will support the CTL’s mission to enhance the teaching-learning process at Worcester State University. Faculty play a crucial role in promoting educational growth of students. The CTL provides several different types of professional development programs for faculty to foster innovative teaching techniques and high impact practices, two factors which directly impact student retention in higher education.</p> <p>The graduate assistant’s responsibilities 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.;</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 during fall and spring semesters.</p> <p>Requires graduate assistant to be available for the winter and summer institutes which may occur between semesters.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student’s program per term (Fall and Spring)</p>

	<p>conduct literature searches related to the Center's initiatives; and perform other duties as assigned by the Director.</p> <p>Supervisors: Dr. Emily Soltano and Dr. Henry Theriault</p>			
04C22	<p>Graduate Student Coordinator for WSU Presidential Student Ambassadors</p> <p>The President's Office Graduate Assistantship is a position where the graduate assistant will be in charge of the Presidential Student Ambassadors (PSA) Program. The graduate assistant will coordinate 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.</p> <p>For more information about the program go to: www.worcester.edu/presidential-studentambassadors/</p> <p>Supervisor: Nikki Kapurch</p>	<p>Organization skills, leadership skills and the ability to plan and run meetings</p>	<p>12 hours per week when classes are in session during fall and spring semesters.</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 and Spring)</p>
05C22	<p>Student Success Coach</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 students, the Student Success Coach is responsible for communicating referrals, opportunities,</p>	<ul style="list-style-type: none"> ● Experience with Worcester State University ● Bachelor's degree from an accredited institution ● Excellent oral and written communication skills ● Ability to build rapport and meaningful relationships with students and colleagues 	<p>12 hours per week when classes are in session during fall and spring semesters.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring)</p>

	<p>corrections, and pathways to support a student's success.</p> <ul style="list-style-type: none"> ● Assist with implementing intervention strategies to support students who may be of concern through an early alert system notification ● Provide academic and personal guidance and referral services to students ● Assist with the development, scheduling and implementation of retention materials, workshops, and trainings ● Provide Success Coaching for a caseload of transfer students ● 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 ● Maintain knowledge of the WSU campus, enrollment processes, academic requirements, and other aspects of campus-life that affect students' persistence ● Provide in-person, phone and electronic support to undergraduate students across all disciplines to answer general questions related to university policies and procedures ● Assist with student exit assessment implementation and analysis 	<ul style="list-style-type: none"> ● 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 ● Ability to work well with a diverse group of individuals and be perceptive and understanding of student concerns ● Encompass creative problem-solving capabilities ● Appropriate handling of confidential information and professional approach to all responsibilities as outlined above ● Demonstrate the ability to maintain confidentiality, and adhere to FERPA regulations ● Willingness to work occasional evenings and weekends as needed ● Ability to work independently as well as part of a team 	<p>Flexible hours in order to support the Graduate Assistant and their coaching</p>	
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	<ul style="list-style-type: none"> ● Perform other duties as assigned <p><i>Supervisor: Thomas Kelley</i></p>			
06C22	<p>Aisiku STEM Center Graduate Assistant</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 (PAL) Program. This program is designed to increase student retention and success by providing academic 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 and support the PAL mentor training and PAL sessions; 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, website engagement, etc.; help with scheduling and maintain the calendar for the center space; help perform observations for PAL sessions; data analysis; and perform other duties as assigned by the Director.</p> <p><i>Supervisor: Dr. Daron Barnard</i></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 during fall and spring semesters.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring)</p> <p>The Aisiku STEM Center will offer the GA a stipend for the 12 hours per week at \$17.50 per hour to provide administrative support for the initiatives of the STEM Center.</p>

<p>07C22</p>	<p>Accessibility Retention and Transition Coach</p> <p>The SAS graduate assistant will focus on first year and transfer students' transition and second year students' retention. The graduate assistant collaborates with and is supported by an outstanding professional team. Responsibilities include:</p> <ol style="list-style-type: none"> 1) Engage with a caseload of students and provide weekly academic and transitional coaching. Coaching focuses on the transition from high school to college, building executive functioning skills, development self-advocacy and a sense of belonging, and utilizing campus resources. This approach uses a student development holistic model focusing on overall wellness and assisting students' in achieving their academic goals. 2) Support Delta Alpha Pi honor society by fostering leadership skills for the executive board, and assist with planning programs and events. 3) Serve on the Meyers Academic Achievement Scholarship committee (review submissions for \$500 award). <p><i>Supervisors: Fran Manocchio and Stephanie Giguere</i></p>	<p>Excellent verbal and communication skills. Ability to engage and interact with a diverse student population with a wide range of differences using a strengths based approach. Commitment to viewing disabled students as an essential element of diversity, equity and inclusion at WSU. Aligns well with Occupational Therapy, Speech Language Pathology and Education programs.</p>	<p>12 hours per week when classes are in session during fall and spring semesters.</p> <p>Hours may be flexible within the following days and times: Monday - Friday 8:00am to 5:00pm</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring)</p>
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<p>08C22</p>	<p>Athletic Department <i>Pathway to Success</i> Coordinator Graduate Assistant</p> <p>Continue groundwork laid with Admissions and OMA to identify potential students to consider WSU and for coaches to reach out to resources of community-based organizations and personnel at racially diverse schools.</p> <p>Assist with enrollment and retention of teams who have declined roster numbers due to COVID and other related enrollment issues (work with coaches to assess recruitment strategies).</p> <p>Expand community engagement contacts and database to help place student athletes in internships and job shadowing opportunities; this would include collaborating with Career Services, Alumni Office, Bienenda Center and local mentors. We piloted a team mentorship program this year with WSU alums and due to its success, we are prepared to expand to all the other 19 teams during the '22-23 year.</p> <p>Follow up after GA led Senior Exit interviews to identify and assess areas of strength and weaknesses without our department. Initiate plan to enhance student athlete experience and in turn support retention.</p> <p>Assist in the NCAA grant application for Ethnic Minorities & Women's Internship Grant and the Strategic Alliance Matching Grant.</p>	<p>Basic understanding of college athletics and its role in the mission of the institution</p>	<p>12 hours per week when classes are in session during fall and spring semesters.</p> <p>Work hours not pre-defined; an evening event or evening hours could happen when needed</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring)</p>
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	<i>Supervisor: Karen Tessmer</i>			
09C22	<p>Academic Success Center Graduate Assistant – Academic Support Services</p> <p>The Academic Success Center graduate assistant will work directly with the Assistant Dean, the Academic Support Coordinator (Tutoring Coordinator) and other members of the Academic Success Center staff on programs related to student success. The graduate assistant will focus mainly on the programming where academic support is offered, for example the ASC’s traditional tutoring program, first-year academic support initiatives, and day to day office operations. Graduate assistant responsibilities will include:</p> <ul style="list-style-type: none"> • Assist in the development of a semester long workshop series specifically designed for first-year students that focuses on academic support topics like Blackboard, study skills, time management, and the overall transition to college. • Create marketing materials for this program to be distributed to first-year students, First-Year Seminar faculty, and the campus community • Assist in developing a training program for student staff that will provide this workshop series • Maintain social media accounts for the office and promote all ASC academic support 	Applicants should express interest in project management and development, supervision of student leaders and program assessment.	<p>12 hours per week when classes are in session during fall and spring semesters.</p> <p>Students must work when the Center is open, Monday through Friday between 8:00 and 5:00 and evening events when they are offered. This position will be required to provide an in-persona and remove presence.</p>	Tuition/fee waiver for up to three graduate courses in the student’s program per term (Fall and Spring)

	<p>activities via email, social media and traditional marketing tools</p> <ul style="list-style-type: none"> • Create assessment tools like surveys to measure the success of academic support programs • Maintain attendance for academic support activities and compile data at the end of each semester <p><i>Supervisor: Tammy Tebo</i></p>			
10C22	<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. 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 oral and written 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 and Spring)</p> <p>A stipend of \$17.25 per hour for 12 hours per week will be provided by the Honors Program.</p>

<p>11C22</p>	<p>Coordinator of DEI Initiatives</p> <p>The Coordinator of DEI Initiatives will be responsible for coordinating, implementing and monitoring of DEI Initiatives on campus, which will include the development of a curricula and extracurricular inventory.</p> <p>The Coordinator of DEI Initiatives will have direct responsibility for promoting inter-DEI committee communication and coordination between the Advisory Committee for Equal Opportunity, Diversity & Affirmative Action, the Bias Incident Response Team, the Campus Climate Committee, the LGBTQIA+ Advisory Group and the Multicultural Programming Committee.</p> <p>The Coordinator of DEI Initiatives will promote an integrated approach to DEI initiatives by promoting collaboration between DEI Committees, program advisory committees, the Center for Teaching and Learning, as well as the University Strategic Plan and the Commonwealth New Undergraduate Experience.</p> <p><i>Supervisor: Maria Isabel Gariepy</i></p>	<p>Well versed and committed to DEI, social justice and anti-racist theories and practices (lived experience a plus); Committee leadership and/or community organizing experience. Excellent written and verbal communication skills.</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 and Spring)</p>
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