Description: Graduate Assistant for Feinstein School of Education and Human Development (FSEHD) Graduate Programs – Fall 2021-Spring 2022

Assist FSEHD co-Directors of Graduate Programs with activities to support advanced programs in areas of communication, publicity, accreditation and faculty/student satisfaction and success. This positon is a half time Graduate Assistantship requiring 10 hours of work per week during the academic semester.

Duties and Responsibilities of the FSEHD Graduate Assistant:

- Assist with administrative duties (including attending Graduate Coordinators Meetings)
- Participate in marketing and recruitment for graduate candidates
    - develop marketing information
    - distribute announcements
    - coordinate recruitment events and open houses
- Support graduate program accreditation and certification needs (including faculty needs assessment, time line development and data entry and management)
- Assist in developing materials related to graduate student success (such as FSEHD graduate student resource guide, development of alumni network)
- Help build and support interdisciplinary collaboration between advanced programs and increase research opportunities for graduate student involvement.
- Support social media presence with content related to news, research, program innovations and faculty and graduate student successes.
- Other duties as assigned by the Director of Graduate Programs.

Benefit to Graduate Assistant

- Gain experience in data organization, information distribution, and professional communication
- Familiarization with higher education policies and their impact on programs
- Creative opportunities in multimedia methods to highlight programs
- Leadership and public speaking development

Qualifications:

Required - accepted graduate degree candidate enrolled full time in plan of study; independent self-starter; strong interpersonal skills; good communication skills; proficiency with Office software – Excel, Word.

Please email current resume and letter of interest to:

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