



Rhode Island College

.....

Graduate Studies Newsletter

November 2017

- **Reminder: The Graduate Studies Research & Professional Development Fund**
- **Reminder: Graduate Student Support Fund**
- **Graduate Student Representatives Seeking Your Input**
- **Employment Opportunities: Office of Undergraduate Admissions & Disability Services**
- **A Safe Place to Call Home**

Greetings students,

Please remember that there are two funds to support your research, conference attendance and student organizations and activities. See information below on **The Graduate Research and Professional Development Fund** and **The Graduate Student Support Fund**

Hope your semester is going well. Please get in touch if we can provide assistance, resources or support in any way. The Office of Graduate Studies is now located in the newly renovated Gaige, lower level.

Best,

Leslie Schuster, Ph.D.
Interim Dean of Graduate Studies

.....

Available Student Funding

Research & Professional Development Fund

The Graduate Research and Professional Development Fund is designed to advance scholarship and support the research and professional development of matriculated graduate students.

In the past, funds have been used for conference attendance and presentations as well as to fund research related expenses such as travel, materials, and participant remuneration.

To be sure of a timely response, please submit applications at least a month before the date of the conference / research project.

Funding Limitations:

The following limits apply through August 30, 2018

- Students may apply for a maximum of \$600 for travel and other costs associated with research.
- Students may apply for a maximum of \$500 to present at a peer-reviewed conference.
- Students may apply for a maximum of \$300 to attend a conference.
- Students are limited to receiving a total of \$1100 for the 2017-2018 academic year.

<http://www.ric.edu/graduatestudies/Pages/Support-For-Research.aspx>

Graduate Student Support Fund

The purpose of the Graduate Student Support Fund is to build RIC's graduate student community and support our graduate students in four distinct areas; **Student Engagement and Events; Professional Development; Academic Support; Outreach**. The fund is administered by Marissa Weiss, Interim Associate Dean of Students and the Office of Graduate Studies. This link has more information on this program; <http://www.ric.edu/graduatestudies/Pages/graduatestudentsupportfund.aspx>

.....

**Graduate Student Representatives Seeking
Your Input**

It often seems as though graduate students are more of an extension of the college instead of an incorporated entity. Most of the programs and policies are geared towards undergraduate students and we would like to change that. We will

represent the Graduate student body and extend the concerns of our peers to the Parliament board. We ask that you please send us any questions or concerns you may have. Anything you would like to see on campus that would make life as a grad student more manageable, please let us know. We look forward to representing each and every one of you.

Sincerely,
Briana Winstead & Amanda Monaghan

Briana Winstead, MSW Candidate 2019
Graduate Student Representative
Bdepointe_3662@email.ric.edu

Amanda Monaghan, MSW Candidate 2018
Graduate Student Representative
amonaghan_4660@email.ric.edu



Employment Opportunities

Office of Undergraduate Admissions

.....



The Office of Undergraduate Admissions is seeking to fill vacant Graduate Aide positions. Graduate Aides provide the admissions professional staff with assistance and support for the effective administration of the College's admissions program. The successful candidate should be available to work between fourteen (14) and twenty (20) hours per week.

Beginning salary is \$13.00 per hour.

Primary responsibilities:

- Processing applications for counselor review
- Responding to email, walk-in and telephone inquiries
- Perform related duties as assigned

Graduate Aide Qualifications:

- Strong knowledge of computer software packages (I.e. Excel, Word, etc.)
- Good communications skills
- Ability to work independently on assigned task
- Must be a current RIC graduate student enrolled in a minimum of **six credit hours**
- First or second semester graduate students are given preference
- Candidates with good attention to detail and the ability to work well in a team environment are a plus

Contact:

Amy Vanover
Office of Undergraduate Admissions
Forman Center (East Campus)
(401) 456-8236
E-mail: AVanover@ric.edu

Employment Opportunities

Disability Services

**DISABILITY SERVICES CENTER GRADUATE AIDE POSITION:
FINAL EXAM WEEK TEST PROCTOR AND DELIVERER**

**MULTIPLE POSITIONS AVAILABLE:
\$16.00 PER HOUR**

**14-20 HOURS PER WEEK DURING FINAL EXAM WEEK: DECEMBER 11 –DECEMBER 15TH
YOUR SCHEDULE WILL VARY BASED ON THE FINAL EXAM SCHEDULE & YOUR AVAILABILITY**

Department: Disability Services Center: <http://www.ric.edu/disabilityservices/>

Reports to: Director of Disability Services

PRIMARY PURPOSE:

To assist the Disability Services Center to support Rhode Island College students with disabilities who need accommodations of extra time and/or a separate room to take their final exams in multiple locations across campus.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

- Assist with arranging and implementing testing accommodations for students with disabilities.
- Receive exam training
- Adhere to the Disability Services Center's Academic Honesty Policy and Confidentiality policies
- Proctor/monitor students who are taking final exams
- Ensure exam security by locking up and returning student's belongings
- Securely pick up and deliver exams back to/from academic departments
- Communicate progress and schedule with Disability Services Center staff regularly throughout shift

Qualifications:

Applicants must be admitted to a **graduate** degree program at Rhode Island College and be available to work **8:30am-4:30pm on at least TWO of the following days:** Monday December 11th, Tuesday December 12th, Wednesday December 13th, Thursday December 14th, Friday December 15th.

Candidates must be well organized, reliable to arrive on time and complete full assigned shift, and able to travel to multiple buildings across RIC's campus to proctor and deliver exams. Knowledge of and proficiency with computer software applications (Microsoft Office programs) is helpful.

Physical requirements:

Sitting, standing, walking, making deliveries; ability to say organized, perform in a fast-paced environment.

To Apply: E-mail your **resume** and the specific **dates** (e.g. 12/11/17, 12/12/17, 12/13/17, 12/14/17, 12/15/17) that you would be available to work from 8:30am-4:30pm: to Keri Rossi-D'entremont, Director of Disability Services: krossi@ric.edu

Do you have a safe place to call home?



Rhode Island College is able to provide resources and support to students who find themselves suddenly homeless and in need of temporary housing.

What is a housing emergency?

You may be experiencing a housing emergency if you...

- ...have safety concerns at home
- ...are sleeping outdoors or in a shelter/temporary housing
- ...were evicted or kicked out of your home
- ...are involuntarily "doubling-up" with friends or family
- ...have lost income that will keep you from being able to pay your rent/mortgage

If you're facing a housing emergency, **RIC can help.**

The **Learning for Life (L4L)** office at RIC (Craig Lee 054) can help you navigate your options. An L4L staff member will meet with you and help you identify immediate, safe, and stable short-term housing, while also working with you to develop a long-term housing plan.

Additional Resources

Call 2-1-1

Rhode Island 2-1-1 is a free, confidential service that provides information and referrals for housing, food, medical, childcare, and more.

RI Shelter Guide:

<http://www.rhomeless.org/Resources/RhodeIslandShelter>

RI Homeless Bill of

Rights:

<http://www.rhomeless.org/Resources/HomelessBillOfRights/tabid/273/Default.aspx>

You're not alone. If you're facing a housing emergency, we're here to help:

Tina Leavitt, Learning for Life
Craig Lee 054
(401)456-9893
tleavitt@ric.edu



Rhode Island College
graduatestudies@ric.edu
401-456-9723