

REQUEST FOR A GRADUATE ASSISTANT

COLLEGE OF EDUCATION

One (1) Full-time graduate assistantship (GA) in the Office of Educator Support and Partnerships

The Office of Educator Support and Partnerships (OESP) provides leadership in five areas that include the Office of Clinical Experiences, Professional Development Schools, edTPA, Praxis Lab and Teacher Pipelines Programs. The Graduate Assistant (GA) will assist the Executive Director by providing support to these areas within the College of Education (COE). Depending on the GA's area of academic study, he or she will be exposed to the inner-workings of the COE, notably within the educator preparation program. Additionally, since the OESP's structure is housed within the Dean's Office of the COE, the GA will be able to meet and establish a rapport with many different professional colleagues within the building.

Requirements and qualifications

- Full-Time Enrolled Graduate Student (9 or more credits)
- Must maintain a GPA of 3.0 or higher
- Preferred (but not required) experience in an office environment
- Superior knowledge of Microsoft Office and Google Drive applications
- Ability to prioritize and multitask

Expected Duties

- Compiling and creating a biannual office newsletter (Fall and Spring)
- Collecting and compiling information for a weekly office blog
- Assisting the Executive Director with various NJ Department of Education state reports
- Providing any relevant supports for the five areas in the office (Office of Clinical Experiences, Praxis Lab, edTPA, Professional Development Schools, and Teacher Pipeline Programs)
- Compile and archive documents per the request of the Executive Director
- Note: A full-time GA requires 20-hours per week

Application deadline (if any)

- May 1, 2017

For further information contact

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