



### College of Education Graduate Assistant

The graduate assistant (GA) position for the College of Education offers the opportunity to work in the Dean's Office with the Associate Dean and the Executive Director of the Office of Educator Support and Partnerships. This position will teach the graduate student how to maintain professional relationships in a real world work environment. The GA will work alongside the Associate Dean and Executive Director as well as members who are part of both office structures. The GA will learn how to compile and analyze data for educational testing and reporting. Ultimately, the GA will learn how to become a professional individual that will utilize creativity in order to promote services and offerings led by the office.

The office of the Associate Dean oversees all aspects of faculty and student affairs, including new faculty onboarding, curriculum, research/scholarship, and student events/organizations. As part of the College's vision to be a leading force in preparing and supporting educators and practitioners who use education to transform our global society, we aim to provide high quality teaching and learning experiences for all members of the College community. The graduate assistant will provide the following support:

- Assist in research related endeavors within the Dean's Office
- Review documents and provide suggested edits
- Provide written assistance in faculty and student communication, including emails and posts
- Create flyers and promotional materials for Associate Dean/Executive Director's initiatives
- Prepare agendas and minutes for regularly occurring meeting each month
- Develop and organize files, documents, graphics in electronic formats (i.e., Google docs, Google Sheets, Google Slides, Canva)

The office of Educator Support and Partnerships provides support to programs and initiatives related to educator preparation. This office supports both initial and advanced teacher licensure programs as well as P-12 partnerships. The office provides leadership in the following areas:

- **Office of Clinical Experiences-** Field Placement office for all students pursuing an educational background.
- **Professional Development School network-** A network built to prepare teacher candidates with the full professional skills and networking tools within a specific school district.
- **edTPA-** Teacher Candidate Evaluation
- **Praxis Lab-** Provides support for the Praxis Core examination
- **Teacher pipeline programs-** Project IMPACT and Rowan Urban Teacher Academy

The graduate assistant will provide the following support:

- Enter and collect data for various reports in the College of Education.
- Record Initial analysis of data.
- Create materials for workshops or professional development opportunities Assist the Executive Director with weekly tasks designated.
- Transcribe interviews held with partners in the educational field for research.
- Assist in event planning or preparation of meetings in the College of Education.
- Send professional and informative emails.

### **Required Qualifications**

- Bachelor's degree and acceptance into a Rowan University Graduate Program
- Proficiency with Google and Microsoft Office applications
- Strong interpersonal skills and ability to work well independently as well as in a team setting
- Excellent written and oral communication skills
- Experience in a professional setting and interacting with office environments

### **Preferred Qualifications**

- Ability to work in a fast-paced environment with a diverse group
- Experience with creating and designing promotional material to be shared
- Knowledge of APA and Chicago-style
- Familiar with grant writing process
- Flexibility to represent College of Education (CED) at college-wide events (ie: homecoming, expos, fairs)

### **Tuition Remission and Stipend**

- A full-time GA requires a 20-hour per week commitment and receives tuition remission for 9 credits of coursework related to his/her major or program, and a stipend each semester.
- Start Date September 1st and End Date June 30th

### **Application Deadline**

- May 15, 2021

### **For Further Information Contact**

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 (856) 256-4750

### **Application Forms**

The GA application forms are available through the [Global Learning and Partnerships website](#)