Position title: Graduate Assistant

Reports directly to:
Ana M. Martinez Aleman, Ed.D.
Associate Dean of Faculty and Academic Affairs
Lynch School of Education (LSOE)

Hours per week: 20

Position start and end date: 2 year commitment for 2019-2021 academic calendar years

Compensation (academic year): Stipend; 15 credits of tuition remission

Position objective:
Support and work closely with the Associate Dean of Faculty and Academic Affairs on special projects to further the academic mission of the Lynch School of Education.

Position responsibilities:
□ Research education policy trends and literature base to inform LSOE administrative decisions and support undergraduate and graduate academic program development.
□ Conduct benchmarking research against other schools of education around topical areas.
□ Organize annual Faculty Scholars Luncheon to recognize faculty research and stimulate scholarly dialogue, including coordinating/marketing event, developing print materials, and communicating with faculty to create summaries of recent research.
□ Liaise with other LSOE and BC departments on special projects and committees, such as annual Multidisciplinary Ph.D. Research Development Day.
□ Assist at LSOE-sponsored programs, such as annual symposium, including providing day-of support and/or developing written materials for internal use or website publication.
□ Coordinate projects in close collaboration with other Graduate Assistants.
□ Meet weekly with Associate Dean of Faculty and Academic Affairs to present findings/status of current projects and discuss new projects.
□ Other duties as assigned.

Qualifications:
□ Excellent written and oral communication skills
□ Experience organizing, synthesizing, and presenting information using Word and Excel
□ Ability to manage and prioritize among multiple projects
□ Ability to work independently and act as self-starter
□ Some administrative and/or research experience