



Graduate School
Graduate Assistantship Opportunities
Academic Year 2024-2025
(September 2024 – May 2025)

Graduate Academic Program Placements (GPP)				
Position Number	Job Description	Recommended Qualifications	Required Work Hours	Assistantship Benefits
01G24	<p>Translation Center Assistant</p> <p>The assistant will be directly involved in the ENG/SPAN and SPAN/ENG translation and proofreading of documents as part of the translation team.</p> <p>The graduate assistant will perform record keeping of incoming documents, including scanning and maintaining a log of each document through the translation process.</p> <p>The GA will also assist as needed with research, conference presentations, organization of department functions and events, recruitment of students, and writer/editor of the World Languages Undergraduate Newsletter.</p> <p><i>Mentor: Dr. Naida Saavedra</i></p>	<p>Advanced knowledge of Spanish and English. Ability to work independently with minimal supervision. Preferably the student will have completed a course in translation. Must be competent in Microsoft Word, Google Docs, and some prior translation experience is preferred. Must be mature, professional, flexible, and detail-oriented. Ability to protect client/student/ dept privacy and respect confidentiality.</p>	<p>15 hours per week when classes are in session during fall and spring semesters</p>	<p>Tuition/fee waiver for up to three graduate courses in the student’s program per term (Fall and Spring) and a stipend of \$18.00 per hour</p>

<p>02G24</p>	<p>Teaching & Administrative Assistant to the Department of History & Political Science</p> <p>The graduate assistant will help support undergraduate faculty in their teaching, which may include classroom or grading responsibilities by assignment. The successful candidate will also provide tutoring to majors and non-majors in History and Political Science courses. The graduate assistant may also help the department with event planning, social media and student communication or newsletter, archiving department materials, and tasks related to ongoing program and course assessment.</p> <p><i>Mentor: Dr. Robert Smith</i></p>	<ul style="list-style-type: none"> ● B.A. Degree in History, Political Science, or related field ● Strong writing, organizational and interpersonal skills ● Fluency with Microsoft and Google Suite tools (Adobe, Excel, Docs, Files, Forms, Sites) 	<p>15 hours per week when classes are in session during fall and spring semesters.</p> <p>Student availability must include some on-campus weekday hours.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$18.00 per hour</p>
<p>03G24</p>	<p>Non-Profit Management/ Public Administration & Policy / Public Management Research/Teaching Assistant</p> <p>Reporting to the program coordinator, the research/teaching assistant will assist in research and teaching activities, as well as administrative activities related to the NPM/MPAP/MPM program in particular, and the Urban Studies Department in general.</p> <p>Duties will include: assisting faculty members with research-related activities such as compilation of sampling frames, participant screening, data collection,</p>	<p>Excellent Microsoft Office Skills, Knowledge of Survey Monkey Software, Good Writing and Communication Skills, Good Organization Skills, Social Media Skills</p>	<p>15 hours per week when classes are in session during fall and spring semesters</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$18.00 per hour</p>

	<p>data entry, online survey administration, and preparation of poster presentations; assisting faculty members with classroom-related activities including preparation of handouts and other teaching materials; updating department and program websites as directed and helping to update department social media sites.</p> <p><i>Mentor: Dr. Shiko Gathuo</i></p>			
04G24	<p>Graduate Assistant for Public and Population Health Nursing</p> <p>The graduate assistant will assist with administrative activities, research, programmatic activities, and student support including:</p> <ol style="list-style-type: none"> 1) Record keeping, maintaining electronic databases and files for the nursing program using Google Drive, Google Sheets, and Google Docs 2) Communicate with students via email 3) Provide administrative support in editing and formatting documents using Microsoft Word and/or Google Docs 4) Assist at student events such as orientation/recruitment/open houses 5) Offer teaching support to faculty, including assisting in the preparation of classroom materials and 	<p>Must be mature, professional, flexible, and detail-oriented. Ability to protect student/department privacy and respect confidentiality. Experience needed with Google Drive, Google Sheets, and Google Docs.</p>	<p>15 hours per week when classes are in session during fall and spring semesters. No predefined hours. Schedule can be flexible.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$18.00 per hour</p>

	<p>writing support for students</p> <p>6) Provide other clerical support for the nursing department</p> <p>7) Assist in research projects under the supervision of faculty</p> <p><i>Mentor: Dr. Amanda Cornine</i></p>			
05G24	<p>Speech-Language-Hearing Clinical Administrator</p> <p>The graduate assistant will be responsible for assisting with the operation of the Worcester State University Speech-Language-Hearing Center and coordination of off-campus practica. Center related responsibilities include disseminating surveys, compiling their results, and preparing reports, as well as scheduling screenings, evaluations, and treatment services. In addition, this graduate assistant will be required to assist in the presentation of information at clinic-related meetings (e.g., observation workshops and pre-practicum). Off-campus coordination responsibilities include preparing outside placement documentation at the beginning and end of the semester, as well as preparing supervisor evaluations, compiling their results, and preparing reports</p> <p><i>Mentor: Andrea Quinn</i></p>	<p>Graduate students with a minimum of two academic semesters (e.g. first summer and first fall semester completed) in the WSU Speech Language Pathology program. Must be mature, professional, flexible, and detail-oriented. Ability to protect client/student/department privacy and respect confidentiality. Experience needed with Microsoft Word and Excel. Experience with Access is preferred but not required.</p>	<p>15 hours per week when classes are in session during fall and spring semesters.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$18.00 per hour</p>

<p>06G24</p> <p>x 2</p>	<p>Graduate Assistant in Communication Sciences Disorders</p> <p>The responsibilities of the graduate assistants in the Department of Communication Sciences and Disorders will include providing assistance to department members with academic projects including the management of laboratory equipment and in-classroom projects, tutoring undergraduate or graduate students, assisting with design and grading of exams, lecture presentation, and other course management responsibilities. GAs collaborate with faculty in undergraduate events such as informational meetings, orientation, and retention activities. Many of these responsibilities have been adjusted to meet campus requirements re: COVID-19. The graduate assistants will assist faculty in staff in meeting these expectations. These positions may also entail assisting department members with ongoing scholarship projects including conducting literature reviews and library research, data collection and management, and preparation of materials for submission to HSRB and/ or funding agencies. The graduate assistants will also provide, on a small scale, department members with administrative support.</p> <p><i>Mentor: Dr. Samantha Scripture</i></p>	<p>Must be matriculated in the graduate Speech-Language Pathology program.</p>	<p>15 hours per week when classes are in session during fall and spring semesters.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$18.00 per hour</p>
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<p>07G24</p> <p>x2</p>	<p>Graduate Assistant in Occupational Therapy</p> <p>The graduate assistant in the Occupational Therapy Department may have duties in the following areas:</p> <p><u>Teaching Support:</u> The OT graduate assistant will help OT faculty in labs and classes by assisting other students, conducting open labs, setting up equipment and the classroom, and may also prepare and deliver one or two lectures. This work will be done both face-to-face, as well as online.</p> <p><u>Research:</u> The OT graduate assistant will help individual faculty conduct literature searches, create surveys, analyze data, and will have additional input when necessary.</p> <p><u>Administrative:</u> The graduate assistant will help the Chair conduct surveys of all constituents by creating data sets, analyzing the data in SPSS, and then writing up descriptive summaries of the results. The graduate assistant will also help maintain and organize supplies and materials.</p> <p><i>Mentor: Dr. Sarah DiMeo</i></p>	<p>Must be an MOT student (post bac or conditional)</p> <p>Must be mature, professional, flexible, and detail-oriented. Ability to protect client/student/department privacy and respect confidentiality. Experience needed with Microsoft Word, Excel, and SPSS.</p>	<p>15 hours per week when classes are in session during fall and spring semesters. Note: Student will not work the assistantship when participating in Fieldwork II.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$18.00 per hour</p>
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<p>08G24</p>	<p>Graduate Assistant for Early Childhood Education</p> <p>Reach out and respond to pre-practicum students and student teachers under the direction of faculty mentor and department chair.</p> <p>Reach out and respond to employees of the Guild of St. Agnes to assist them in accessing continuing education and scholarship opportunities available through Worcester State University.</p> <p>Assist in instructing the Curriculum course being taught at the Mill Street Center at the Guild of St. Agnes.</p> <p>Assist in scheduling the pre-practicum students and student teachers at the Mill Street Center at the Guild of St. Agnes.</p> <p>Maintain attendance records for working at Mill Street Center at the Guild of St. Agnes.</p> <p><i>Mentor: Dr. Carol Donnelly</i></p>	<p>Ability to work independently and cooperatively with coordinators and others. Basic knowledge of the focus of the Early Childhood Education program.</p> <p>Ability to communicate professionally and utilize technology.</p> <p>Attention to detail, the importance of accuracy, and effective use of time.</p> <p>Experience using various Microsoft Office software and Google software, as well as other relevant software.</p> <p>Experience and educational background in Speech and Language Pathology or Early Childhood Literacy preferred.</p> <p>Reliable transportation to the Mill Street Center at the Guild of St. Agnes.</p>	<p>15 hours per week when classes are in session during fall and spring semesters</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$18.00 per hour</p>
<p>09G24</p>	<p>Graduate Assistant for Fully Online Accelerated Programs in the Education Department</p> <p>The responsibilities of the graduate assistant are to support the daily operations of the accelerated online</p>	<p>The graduate student should:</p> <ul style="list-style-type: none"> • Have the ability to work independently and cooperatively with other students, coordinators, etc. 	<p>15 hours per week when classes are in session during fall and spring semesters.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$18.00 per hour</p>

	<p>programs (AOP) offered through the Education Department. This includes the MEd in Moderate Disabilities, Early Childhood, and Elementary programs. The graduate assistant will support the faculty who oversee these degrees in various aspects of coordinating the programs.</p> <p><i>Mentors: Dr. Christina Kaniu, Dr. Sue Foo, and Dr. Carol Donnelly</i></p>	<ul style="list-style-type: none"> ● Have the ability to communicate professionally ● Demonstrate attention to detail, the importance of accuracy, and effective use of time ● Be resourceful, self-motivated, and take initiative ● Have experience working on the various Microsoft Office software, Google products, as well as other relevant software ● Have at least intermediate technological knowledge and skills ● Have a positive attitude 		
<p>10G24</p>	<p>Graduate Assistant for Reading</p> <p>The graduate assistant will assist the Graduate Reading Coordinator with such tasks as:</p> <ul style="list-style-type: none"> ● Communicating and disseminating program resources to students and adjunct faculty ● Designing, maintaining, and updating graduate program website ● Planning and preparing materials for MTEL preparation workshops ● Assisting with research-related activities, including locating and annotating research studies, assisting with revision of works-in-progress, and collecting data 	<ul style="list-style-type: none"> ● Ability to communicate effectively and professionally when speaking and writing ● Excellent computer skills (i.e. Microsoft Office, Excel, Gmail, Website design) ● Knowledge of and dexterity with library databases and other research tools ● Ability to manage time and work independently ● Ability to work cooperatively with individuals in a variety of roles, including other graduate assistants, graduate and undergraduate students, 	<p>15 hours per week when classes are in session during fall and spring semesters. Work days/hours will typically be Monday – Thursday (days/hours negotiable); however, occasional Friday availability (given advance planning) is preferred.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student’s program per term (Fall and Spring) and a stipend of \$18.00 per hour</p>

	<p>and/or reviewing data when applicable</p> <ul style="list-style-type: none"> • Maintaining and filing student work and related resources • A large portion of the work completed will be online or remote <p><i>Mentor: Dr. Heidi Wojcik</i></p>	<p>professors, administrative assistants, etc.</p> <ul style="list-style-type: none"> • Knowledge of reading research and/or research in related field preferred • Knowledge of education through undergraduate degree in education or similar field preferred 		
11G24	<p>Graduate Assistant in Moderate Disabilities Graduate Program/ Faculty & Adjunct Support</p> <p>The responsibilities of the graduate assistant are:</p> <ol style="list-style-type: none"> 1. Assist and communicate with all adjunct faculty on a regular basis to ensure syllabi, resumes, practicum forms, and any other required material such as grades are submitted in a timely fashion. Assist all faculty, full time and adjuncts, in other administrative/clerical work. 2. Market and promote the Moderate Disabilities program by creating marketing materials and holding information sessions at WSU and other college campuses, and school districts (north and west of Worcester). 3. Ensure that enrolled students are kept abreast of course schedules 	<ul style="list-style-type: none"> • Ability to work independently and cooperatively with coordinators and other faculty and staff in the Education Department. • Basic knowledge of the Moderate Disabilities programs. Ability to communicate professionally, utilize technology, and be creative. • Demonstrate attention to detail and effective use of time. • Maintain a high level of professionalism. • Knowledge of Microsoft Access and Excel and other Google tools. • Excellent reading and writing skills. 	15 hours per week between 8:30a.m. and 5:00p.m. when classes are in session during fall and spring semesters.	Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$18.00 per hour

	<p>and required state assessments, collect and maintain/file student work, and develop questionnaires or surveys to evaluate the effectiveness of the programs.</p> <ol style="list-style-type: none"> 4. Research current trends, case studies and other materials that are relevant for the program. 5. Work with students to prepare them for the Communications and Literacy MTEL: Reading and Writing. 6. Other relevant duties determined by the program coordinator <p><i>Mentor: Dr. Sue Foo</i></p>	<p>Note: graduate students who have taken or who have good knowledge of the Communications and Literacy MTEL are strongly encouraged to apply.</p>		
<p>12G24</p> <p>2x</p> <p>Year 1 and Year 2</p>	<p>Graduate Assistant for the School Psychology Program</p> <p>Year One</p> <ol style="list-style-type: none"> 1. Assist in recruitment of new WSU School Psychology students 2. Design posters, obtain Coordinator approval and interact with the Printing Office to obtain posters for dissemination 3. Distribute Approved Posters 4. Present information about the School Psychology Program at Graduate Schools, Psychology classes or job fairs specific to the program 	<p><i>Note: This is a Two-Year appointment.</i></p> <p>Matriculated School Psychology student. Organized and computer savvy. Good communications skills. Strong professional work disposition.</p>	<p>15 hours per week when classes are in session during fall and spring semesters.</p> <p>Year One, the schedule will be determined in collaboration with the program coordinator. Thursday is a probable day to fulfill some of the duties identified. Year Two, at least an 8 hour block continuously on Tuesdays.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$18.00 per hour</p>

	<ol style="list-style-type: none"> 5. Create “social opportunities” for prospective, interested students to ask questions, etc. 6. Continually update School Psychology Website 7. Student Liaison with the National Association of School Psychology 8. Assist with the management of materials library for the School Psychology Program 9. Other duties as determined by the Program Coordinator <p>Year Two—Tues all day on campus or possibly online (see coordinator for exact schedule)</p> <ol style="list-style-type: none"> 10. Assist in the courses: EP 903 and EP 904 11. Present topics specified by the Professor (teaching opportunity) 12. Administer competency exams to first year students 13. Score protocols 14. Lead EP 903L and EP 904L Labs 15. Deliver prescribed administration and scoring exercises in Labs 16. Assist students in test administration practice 17. Manager of the materials library for the School Psychology Program <p><i>Mentor: Dr. Diane Cooke</i></p>			
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<p>13G24</p> <p>x 2</p>	<p>Graduate Assistant for M.S. in Management</p> <p>The graduate assistants will assist the graduate faculty, the graduate coordinator of the M.S. in Management program, and the Business Administration and Economics Department in the following ways:</p> <ul style="list-style-type: none"> • The graduate assistants will provide administrative support and assistance in continuing the awareness campaign for the 4+ program between the BA undergraduate major and the M.S. in Management graduate program. The assistant will hold drop-in office hours for current, undergraduate business administration majors to provide information about the 4+ program within the M.S. in Management program. They will also assist in activities such as preparation of brochures and/or web-based content, scheduling and helping to conduct information sessions, developing databases for interested students, etc. • The graduate assistants will offer teaching support to the graduate coordinator and to the graduate faculty in the Department of Business Administration and Economics including assisting in the preparation of classroom materials, leading discussion groups, or helping with 	<ol style="list-style-type: none"> 1) Good working knowledge of Excel 2) Preference given to students who are matriculated in the M.S. in Management degree program, and who have completed their undergraduate degree in Business Administration from Worcester State University 	<p>15 hours per week when classes are in session during fall and spring semesters.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$18.00 per hour</p>
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	<p>other instructional activities. Limited grading of objective-question based homework or quizzes may also be assigned.</p> <ul style="list-style-type: none"> ● The graduate assistants may serve as research assistants for faculty projects as needed by the graduate coordinator and graduate faculty. They may assist professors in conducting research that may lead to a joint public presentation or a joint authorship of a publication. ● The graduate assistants may help with study sessions and/or the tutoring of undergraduate and graduate students. ● The graduate assistants will provide clerical and administrative support for the graduate faculty as needed. This will include the updating of databases and files for the graduate programs in the Department of Business Administration and Economics as organized by the graduate coordinator. Experience with Microsoft Excel for PC use is required. <p><i>Mentor: Dr. Lagnajita Chatterjee</i></p>			
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<p>14G24</p>	<p>ESL Program Graduate Assistant</p> <p>Seeking a graduate student who is interested in language learning, second or foreign language instruction to promote communication among learners from different linguistic/cultural backgrounds, to help language learners understand multiple perspectives of learning and meaning making.</p> <p>The student should have knowledge and/or ability in non-European languages like Arabic, Chinese (Mandarin and other varieties), Hebrew, Farsi, etc. and European languages experience such as Spanish, Portuguese, French, etc.</p> <p>Based upon language and teaching experiences, the graduate assistant will create PowerPoint presentations and class demonstrations to illustrate linguistic and cultural characteristics of English in contrast to one or more of these other languages. The variety of languages presented will help ESL and language graduate students (e.g., Spanish, Communications Science) understand the differences between the phonology, morphology and syntax among these languages, and how these contrasts may affect language learning depending on the first language (L1) of the English Language Learner (ELL).</p> <p>The graduate assistant will support faculty by researching topics on the</p>	<p>Knowledge of one or more non-European languages like Chinese, Arabic, Hebrew, etc., as well as European languages like Spanish, Portuguese, French, etc.</p> <p>Preferably has EFL (English as a Foreign Language) teaching experiences such as having interned and/or taught abroad.</p>	<p>15 hours per week when classes are in session during fall and spring semesters. Work schedule to overlap with ESL and other graduate offerings possibly with the following schedule: Monday – Thursday 3:30- 7:30 for a total of 15 hours/week.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$18.00 per hour</p>
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	<p>linguistics of the language groups noted above to support assignments in the ESL courses. They will develop PowerPoint presentations and reference lists on these topics.</p> <p>The graduate assistant may provide instruction on topics like second language development and English language instruction.</p> <p>The graduate assistant will support the faculty in analyzing and updating syllabi and working on other tasks regarding teacher licensure requirements.</p> <p><i>Mentor: Dr. Margarita Pérez</i></p>			
<p>15G24</p>	<p>Research, Teaching and Middle/ Secondary Post Baccalaureate Support</p> <p>This position will provide program administration and teaching support in the Middle and Secondary Post-Baccalaureate licensure program.</p> <ul style="list-style-type: none"> • Assist in creation and administration of student surveys • Maintain database and files of student information • Assist in data management and analysis for purposes of evaluating program • Maintain informational website and create needed content <p><i>Mentor: Dr. Susan Monaghan</i></p>	<p>Ability to communicate professionally orally and in writing, including strong proofreading skills. Ability to prioritize and work independently. Well-developed organizational and research skills. Comfort with Google and Microsoft Office.</p>	<p>15 hours per week when classes are in session during fall and spring semesters. Work hours will be negotiated based on student schedule, but will include some in person hours one morning per week.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$18.00 per hour</p>

<p>16G24</p>	<p>Faculty Research Support Technician in Biotechnology</p> <p>The graduate assistant will provide technical support within the department which may include:</p> <ul style="list-style-type: none"> ● Completion of laboratory safety training and following all laboratory safety procedures ● Preparation of materials, samples, cultures and reagents ● Assembly and installation of lab equipment ● Demonstration and instruction to students and/or other lab users of proper lab equipment operation ● Cleaning and maintain laboratory areas and equipment ● Maintaining strict protocols for new COVID-19 requirements <p><i>Mentors: Dr. Roger Greenwell</i></p>	<p>Ability to communicate professionally orally and in writing, including strong proofreading skills. Ability to prioritize and work independently. Well-developed organizational and research skills. Interest in research, education, program administration and technology. Ability to use Microsoft Office including Excel, BlackBoard, and Google Tools including Google sites, forms, classrooms, and sheets.</p>	<p>15 hours per week when classes are in session during fall and spring semesters.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$18.00 per hour</p>
<p>17G24</p>	<p>Graduate Assistant in English</p> <p>The Graduate Assistant (GA) will primarily assist with the operations of WSU's Writing Center: training and mentoring undergraduate writing consultants; helping with day-to-day logistics, including scheduling and communications; promoting the Center's resources to the broader campus</p>	<p>Strong writing and communication skills; ability to complete individual and collaborative projects in a respectful and professional manner; fluency with Microsoft and Google suite tools; interest in education, broadly construed</p>	<p>15 hours per week when classes are in session during fall and spring semesters. Work hours will be negotiated based on student schedule.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring) and a stipend of \$18.00 per hour</p>

	<p>community; posting updates to the Center’s website; and other tasks assigned by the Center’s director. The GA will also provide research assistance to English Department faculty members to support their teaching and scholarship and help facilitate various departmental events.</p> <p><i>Mentor: Dr. Elizabeth Bidinger</i></p>			
<p>18G24</p>	<p>Education Program Support and Data Management</p> <p>The position will provide department support with the Education department licensure, evaluation, and data management processes.</p> <p>The graduate student will administer, organize, and analyze the results of assessments. In addition, the position may assist faculty with online and hybrid teaching in support of students’ MTEL and licensure needs.</p> <p>This job requires facility with Microsoft products, especially Excel; Google Suite; and the ability to learn new assessment and data analysis systems. The graduate student for this position will be organized and have the ability to work with minimum supervision, be thorough and detail oriented.</p> <p><i>Mentors: Dr. Sara Young and Education Department staff</i></p>	<p>Ability to communicate professionally orally and in writing, including strong proofreading skills. Ability to prioritize and work independently. Well-developed organizational and research skills. Interest in research, education, program administration, program assessment and technology. Ability to use Microsoft Office including Excel, BlackBoard, and Google Tools including Google sites, forms, classrooms, and sheets, as well as the ability/ willingness to learn new assessment and data analysis systems.</p>	<p>15 hours per week when classes are in session during fall and spring semesters. Work hours will be negotiated based on student schedule.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student’s program per term (Fall and Spring) and a stipend of \$18.00 per hour</p>

<p>19G24 x2</p>	<p>Education Research, Teaching and Program Administration Graduate Assistantships</p> <p>This position will provide undergraduate and graduate program and teaching support in the Education Department, including designing and maintaining program and course websites, newsletters, spreadsheets, and supporting faculty in program administration, program assessment and marketing programs.</p> <p>The GA will also assist in research areas of multicultural children’s literature, literacy, and multicultural/global education. The GA may provide some tutoring or MTEL prep support to undergraduate licensure students, if appropriate given their background.</p> <p><i>Mentor: Dr. Sara Young</i></p>	<p>Ability to communicate professionally orally and in writing, including strong proofreading skills. Ability to prioritize and work independently. Well-developed organizational and research skills. Interest in research, education, program administration, program assessment and technology. Ability to use Microsoft Office including Excel, BlackBoard, and Google Tools including Google sites, forms, classrooms, and sheets.</p>	<p>15 hours per week when classes are in session during fall and spring semesters. Work hours will be negotiated based on student schedule but will include some in person hours on Mondays and/or Tuesdays and the option of some online/remote work.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student’s program per term (Fall and Spring) and a stipend of \$18.00 per hour</p>
<p>20G24</p>	<p>Graduate Student Coordinator for WSU Presidential Student Ambassadors</p> <p>The Graduate Assistantship for the President’s Office is a role that involves managing the Presidential Student Ambassadors (PSA) Program. The graduate assistant will be responsible for organizing PSA personnel to participate</p>	<p>Organization skills, leadership skills, and the ability to plan and run meetings</p>	<p>15 hours per week when classes are in session during fall and spring semesters.</p> <p>Hours have not been pre-determined.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student’s program per term (Fall and Spring) and a stipend of \$18.00 per hour</p>

	<p>in specific events, conducting a one-day training session in August, and liaising with different departments across the campus. To learn more about the program, please visit www.worcester.edu/presidential-studentambassadors/</p> <p><i>Mentor: Nikki Kapurch</i></p>			
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<< SEE BELOW FOR LIST OF [CAMPUS SUPPORT PLACEMENT OPPORTUNITIES](#) >>

Campus Support Placements (CSP)

Position Number	Job Description	Recommended Qualifications	Required Work Hours	Assistantship Benefits
<p>01C24</p>	<p>Graduate Assistant for Research</p> <p>The Graduate Assistant for Research would work under the Associate Vice President for Academic Affairs, the CTL Faculty Development Specialist, the CTL Faculty Fellow for Equity, the <i>Currents</i> Editor, and the Director of the CTL: Faculty Development Center on key research and creative activity projects and programs, including serving on the Research Advisory Board, supporting internal grant and other research programming, including diversity, equity, inclusion, and justice programming, run through the CTL, supporting the WSU teaching and learning research journal <i>Currents in Teaching and Learning</i>, and helping organize and run the Celebration of Scholarship and Creativity. The position will also include support the CTL as well as individual faculty pursuing external programmatic and research grant funding. The position allows a flexible schedule and some work can be done remotely. This position provides an excellent opportunity to gain experience in the areas of grant writing and program development and coordination, among other research-related activities.</p> <p><i>Supervisors: Henry Theriault, Julie Boisselle, Mary Fowler, Riley McGuire, and Emily Soltano</i></p>	<p>Any graduate student in good standing with a commitment to diversity, equity, inclusion, and justice is encouraged to apply. Basic computer skills, including familiarity with Google Docs and Forms, is helpful.</p>	<p>12 hours per week when classes are in session during the fall and spring semesters.</p> <p>Scheduling is flexible and will be coordinated among the Graduate Assistant for Research, Faculty Development Specialist, and Associate Vice President for Academic Affairs</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring)</p>

<p>02C24</p>	<p>Recreation & Wellness Graduate Assistant</p> <ul style="list-style-type: none"> ● Assist with student staff leadership development / scheduling / training and facility / operations management ● Responsible for the management of the student employee schedules through When to Work, including trades, drops and coverage ● Collaborate with data entry and collection through Fusion, IMLeagues and other software ● Model, promote, and consistently enforce Wellness Center policies and procedures related to access, risk, and safety ● Assist in campus and community wide Social Media engagement efforts linked to programs and membership access ● Responsible for maintaining inventories of equipment within Fusion and make recommendations for the acquisition of new equipment and replacement based on usage and feedback ● Assist in the coordination of collaborative wellness related events/programs and initiatives for the University community, including the Rosen Cancer Awareness Fund ● Develop and implement new additional programming that are consistent with the vision of the department ● Assist in other related department wide events, games and programs when needed 	<ul style="list-style-type: none"> ● Desire to develop knowledge, skills, and abilities to work in a Collegiate Recreation and Wellness setting ● Outgoing personality with exemplary communication and organization skills ● Ability to effectively manage multiple projects and people, while working both independently and with a team of student supervisors ● Strong work ethic and dedication to spreading wellbeing to the campus community ● Ability to work in a fast-paced environment ● Valid CPR & AED certification 	<p>12 hours per week when classes are in session during fall and spring semesters.</p> <p>Hours are flexible based on staffing needs, but may often take place during the evenings and weekends</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring)</p>
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	<ul style="list-style-type: none"> Assist in other related department wide events, games as a Sports Information Assistant, and programs when needed <p>Supervisor: Dean Bowen</p>			
03C24	<p>Binienda Center for Civic Engagement Program Assistant</p> <p>Student Learning Assessment</p> <ul style="list-style-type: none"> Research engaged student learning outcomes appropriate for WSU students Develop tracking and measurement system <p>Events and Programs</p> <ul style="list-style-type: none"> Support Center programs (e.g. logistics, marketing), including MLK Day of Service, Celebration of Service Advice communication tools, incl newsletter and annual report Research and develop civic-engagement programming <p>Volunteer Management</p> <ul style="list-style-type: none"> Research and develop tracking mechanism to connect WSU volunteers and local community partners Advise student service group Woo Serve on potential volunteer opportunities <p>Mentor: Amanda Wittman</p>	<p>Previous experience with civic/community engagement, service-learning, non-profit or volunteer management, events and programming helpful</p> <p>Interest in supporting civic learning outcomes</p>	<p>12 hours per week when classes are in session during fall and spring semesters.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring)</p>

<p>04C24</p>	<p>Aisiku STEM Center Graduate Assistant</p> <p>The position of the Aisiku STEM Center Graduate Assistant is to provide support for the activities of the STEM center, including the Peer Assisted Learning (PAL) Program. This program is designed to increase student retention and success by providing academic support to students in key STEM classes through student-led, instructor-supported, group study and review sessions run by trained student facilitators. Responsibilities of the Assistant will include: help organize and plan and support the PAL mentor training and PAL sessions; publicize the STEM Center programs; collaborate with professors who coordinate and lead events; collect and organize data; file and organize the Center's materials; assist in writing and editing brochures, announcements, website engagement, etc.; help with scheduling and maintain the calendar for the center space; help perform observations for PAL sessions; data analysis; and perform other duties as assigned by the Director.</p> <p><i>Supervisor: Dr. Daron Barnard</i></p>	<p>The Aisiku STEM Center graduate assistant should have good organizational and communication skills, as well as strong computer skills: comfortable working with the University Mail, Calendar and Google Drive.</p>	<p>12 hours per week when classes are in session during fall and spring semesters.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring)</p> <p>The Aisiku STEM Center will offer the GA a stipend for the 12 hours per week at \$18.00 per hour to provide administrative support for the initiatives of the STEM Center.</p>
<p>05C24</p>	<p>Student Accessibility Services Graduate Assistant /Academic Coach</p> <p>The SAS Graduate Assistant supports disabled students through academic coaching. Academic coaching primarily consists of supporting the transition from high school to college, building executive functioning skills, developing self</p>	<ul style="list-style-type: none"> • Excellent verbal and communication skills • Outstanding organizational and time management abilities • Potential GAs must be highly detail oriented and willing to take direction 	<p>12 hours per week when classes are in session during fall and spring semesters.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring)</p>

	<p>advocacy and a sense of belonging, and connecting students with campus resources. This approach use a student development holistic model focusing on overall wellness and assisting students in achieving their academic goals. The SAS GA plays a crucial role in retaining students throughout their time at Worcester State University (WSU).</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. Engage with a caseload of approximately 10 students, providing weekly academic and transitional coaching. 2. Support Delta Alpha Pi honor society by fostering leadership skills for the executive board, and assisting with planning programs and events. 3. Serve on the Meyers Academic Achievement Scholarship committee. 4. Assist with office responsibilities and collaborate with professional staff, including but not limited to test proctoring and organization, email correspondence, filing, etc. <p><i>Supervisors: Rachel Graddy, OTD, OTR/L</i></p>	<ul style="list-style-type: none"> • Ability to engage and interact with a diverse student population with a wide range of differences using a strengths-based approach. Commitment to viewing disabled students as an essential element of diversity, equity and inclusion at WSU. • Aligns well with Occupational Therapy, Speech Language Pathology and Education programs. 	<p>Some flexibility within the following hours: Monday -Friday 8:00am to 5:00pm</p> <p>This position is primarily in-person. GAs will work in the Administration Bldg, Suite 131</p>	
<p>06C24</p>	<p>Academic Success Center Graduate Assistant – Academic Support Services</p> <p>The Academic Success Center graduate assistant will work directly with the Assistant Dean and the Assistant Director of Academic Support on programs related to student support, retention, and success. The graduate assistant will focus mainly on the programming geared towards student</p>	<p>Applicants should express interest in project management and development, supervision of student leaders and program assessment.</p>	<p>12 hours per week when classes are in session during fall and spring semesters.</p> <p>The GA must work when the</p>	<p>Tuition/fee waiver for up to three graduate courses in the student’s program per term (Fall and Spring)</p>

	<p>success. For Fall 2024, these programs include New 2 Woo, PALS in the STEM Center, and other areas where academic support would be needed.</p> <p>Graduate assistant responsibilities will include:</p> <ul style="list-style-type: none"> ● Assist in the development and upkeep of a semester-long workshops series specifically designed for first-year students that focuses on academic support topics like Blackboard, General Education (LASC) requirements, study skills, time management, Academic Support Services at WSU, and the overall transition to college. ● Create marketing materials for this program to be distributed to first-year students, First-Year Seminar faculty, and the campus community. ● Assist in developing a training program for student staff who will provide the workshop series ● Promote all ASC academic support activities via email, social media and traditional marketing tools ● Collaborate with Assistant Director of Academic Support in regards to the PALS program to assist with onboarding student staff ● Create assessment tools like surveys to measure the success of academic support programs. 		<p>Center is open, Monday through Friday between 8:00am and 5:00pm and evening events when they are offered. This position will be required to provide an in-person presence.</p>	
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	<ul style="list-style-type: none"> ● Maintain weekly attendance for academic support activities, which will be used for data purposes at the end of each semester. <p>Supervisor: Julie Connor</p>			
07C24	<p>Coordinator of DEIJ Initiatives</p> <p>The Coordinator of DEI Initiatives will be responsible for coordinating, implementing and monitoring of DEIJ Initiatives on campus, which will include the development of a curricula and extracurricular inventory, as well as taking a leading role in the development of the annual Unity Day on campus.</p> <p>The GA will have direct responsibility for promoting inter-DEIJ committee communication and coordination between the Advisory Committee for Equal Opportunity, Diversity & Affirmative Action, the Bias Incident Response Team, the Campus Climate Committee, the LGBTQIA+ Advisory Group, the Anti-Racism, and the Multicultural Programming Committees.</p> <p>The GA will promote an integrated approach to DEI initiatives by promoting collaboration between DEI Committees, program advisory committees, the Center for Teaching and Learning, as well as the Strategic Plan, the Commonwealth New UG Experience, and the DEI Strategic Plan.</p> <p>Supervisor: Dr. Edgar Moros</p>		12 hours per week when classes are in session.	Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring)

<p>08C24</p>	<p>Career Services Graduate Assistant</p> <p>Career Services assists students in identifying their personal work-related values, interest, personality and skills. Career Exploration should start during the first university year. Assisting the office with gaining exposure to students, faculty, and employers will be the main focus of this role. Majority of efforts will involve interacting with WSU's Customer Relations Management (CRM) platform, LancerLink-powered by Handshake®</p> <p>Conduct proactive outreach strategies designed to increase student engagement with Career Services, including:</p> <ul style="list-style-type: none"> • Organize/Schedule Work-Study students' time and efforts regarding Careers At a Carte marketing • Create/Disseminate electronic communications for planned programming to students/alumni through CRM <p>Support on-campus employer recruiting program consistent with professional standards:</p> <ul style="list-style-type: none"> • Maintain/Update/Expand employer, internship and job postings and event/fair registration in CRM • Assist in the coordination of in-person and virtual career development workshops, events and fairs <p>Other duties as assigned</p> <p><i>Supervisor: Teresita Encarnacion</i></p>	<ul style="list-style-type: none"> •Some experience in program/event planning • Requires computer skills including: word processing, spreadsheets, and databases • Effective communication skills required: Must have the ability to interact professionally with students, faculty, staff and employers 	<p>12 hours per week when classes are in session.</p> <p>Majority of hours between 9am to 5pm with minimal night and weekend hours needed. Remote options may be available.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring)</p>
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<p>09C24 CLOSED</p>	<p>Honors Graduate Assistant</p> <p>The Honors Graduate Assistant is an essential member of the Honors leadership team and collaborates with the faculty director and administrative assistant. The Honors GA plays a key role in ensuring student success in the program. The responsibilities include, but are not limited to, the following areas:</p> <ul style="list-style-type: none"> • Serve as a peer mentor and peer advisor for the program • Plan and host co-curricular events to foster community and build cultural capital among students • Head the student advisory committee of honors • Communicate with honors students using media tools <ul style="list-style-type: none"> • Keep internal website updated, send weekly newsletter, update calendar, track and monitor student progress in fulfilling program requirements • Assist in recruitment efforts <p><i>Supervisor: Dr. Nicole Rosa</i></p>	<p>Preference will be given to graduates of the WSU Honors program or similar Commonwealth Honors Program. Familiarity with campus organizations (Academic Success Center, Residence Life, Commuter Services, Multicultural Affairs, etc.). Strong oral and written communication and organization skills required. Ability to work independently and as part of a team.</p>	<p>12 hours per week when classes are in session.</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring)</p>
<p>10C24</p>	<p>Student Success Coach</p> <p>Provide non-academic assistance to support undergraduate students across all disciplines with a focus on barriers impacting persistence, retention, and graduation. Working directly with students, the Student Success Coach is responsible for communicating referrals,</p>	<p>Preferred Qualifications:</p> <ol style="list-style-type: none"> 1. Experience with Worcester State University 2. Bachelor's Degree from an accredited institution 	<p>12 hours per week when classes are in session.</p> <p>Hours can be flexible,</p>	<p>Tuition/fee waiver for up to three graduate courses in the student's program per term (Fall and Spring)</p>

	<p>opportunities, corrections, and pathways to support a student's success.</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Assist with implementing intervention strategies to support students who may be of concern through an early alert system notification. 2. Provide academic and personal guidance and referral services to students. 3. Assist with the development, scheduling, and implementation of retention materials, workshops, and training. 4. Provide Success Coaching for a caseload of students. 5. Utilize available technology and student interactions to maintain ongoing contact with an assigned caseload of students to ensure their persistence and satisfaction toward degree completion. 6. Maintain knowledge of the WSU campus, enrollment processes, academic requirements, and other aspects of campus life that affect students' persistence. 7. Provide in-person, phone, and electronic support to undergraduate students across all disciplines to answer general questions related to university policies and procedures. 8. Assist with student exit assessment implementation and analysis. <p>Mentor: Dr. Thomas Kelley</p>	<ol style="list-style-type: none"> 3. Excellent oral and written communication skills 4. Ability to build rapport and meaningful relationships with students and colleagues. 5. Experience using and comfort with technology (student information systems, primary Microsoft Office, etc.), as well as the ability and willingness to learn new computer-based programs. 6. Ability to work well with a diverse group of individuals and be perceptive and understanding of student concerns. 7. Encompass creative problem-solving capabilities. 8. Appropriate handling of confidential information and professional approach to all responsibilities as outlined above. 9. Demonstrate the ability to maintain confidentiality, and adhere to FERPA regulations 10. Willingness to work occasional evenings and weekends as needed. 11. Ability to work independently as well as part of a team. 	<p>Monday— Friday, some evenings and weekends</p>	
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<p>11C24</p>	<p>Sports Information Graduate Assistant</p> <p>Candidates should be proficient or have interest in media relations and video production and be able to work independently and in a team setting to efficiently meet established goals and deadlines.</p> <p>Responsibilities may include, but are not limited to:</p> <ul style="list-style-type: none"> • Serve as the primary or secondary media contact for the WSU’s 20 Varsity Athletic Programs • Write, edit, and publish weekly press releases and other sports updates • Assist in managing and producing content for WSU’s social media platforms (X, formerly Twitter, Facebook, Instagram), website and other WSU resources • Producing and updating team information (WSU history, championship programs, WSU Directory) • Assist video content creation for athletic events • Produce weekly highlight packages and other video content throughout the academic year • Possible on-air and broadcast opportunities for Athletic events and Championships • Serve as an on-site media relations coord and/or videographer at assigned events • Other duties as assigned <p><i>Mentor: Krystyanna Ramsdell</i></p>	<p>Candidates should possess excellent verbal and written communication skills, strong organizational abilities, and understanding or desire to learn NCAA rules. The applicant must be willing to travel as needed.</p> <p>Applicants should also be self-starting with strong attention to detail.</p> <p>Experience in desktop publishing (InDesign, Photoshop, Final Cut Pro, StatCrew), knowledge and prior use of content management systems (CMS) – preferably on a PrestoStats website – and a basic understanding of writing according to style guidelines (AP) is preferred.</p> <p>Candidates should also has a basic understanding or and be comfortable operating in the world of athletics, sports statistics, and video production.</p>	<p>12 hours per week when classes are in session.</p> <p>Night and weekend availability may be required</p>	<p>Tuition/fee waiver for up to three graduate courses in the student’s program per term (Fall and Spring)</p>
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<p>12C24</p>	<p>Multicultural Programming and Outreach Graduate Assistant</p> <p>This position assist the Office of Multicultural Affairs to meet its goals of access, retention, and wraparound services in working with the university students who may identify as first generation, low income and/or ALANA/BIPOC to:</p> <ul style="list-style-type: none"> a) Provide outreach to program participants in both access programs – Upward Bound and Alternatives for Individual Development Program (AID) b) Participate and collaborate with staff to design and implement Saturday Upward Bound Sessions c) In conjunction with OMA staff, coordinate leadership, networking, multicultural student engagement events/activities, and co-curricula development for program participants d) Maintain accurate data, both qualitative and quantitative records, to measure the effectiveness of programming, outreach, and progress <p><i>Mentor: Laxmi Bissoondial</i></p>	<ul style="list-style-type: none"> • Great verbal and written communication skills • Availability to work off-hours including some Saturdays and evenings to accommodate the Upward Bound program and multicultural programming 	<p>12 hours per week when classes are in session.</p> <p>There are approximately 22 Saturdays during the full academic year that students must be available to work for the Upward Bound Program (9:30am – 12:30pm) and remaining hours will be distributed during the week</p>	<p>Tuition/fee waiver for up to three graduate courses in the student’s program per term (Fall and Spring)</p>
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