**Graduate School**

**Graduate Assistantship Opportunities**

**2019-2020 Academic Year**

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| **Graduate Academic Program Placements** | | | |
| **Position Description** | **Preferred**  **Qualifications** | **Required**  **Work Hours** | **Assistantship**  **Benefits** |
| **Part-Time Graduate Assistant – Master of Science in Accounting Program**  Work as a tutor for the undergraduate  accounting classes: (1) hold weekly drop-in  office hours for tutoring, (2) offer a 1-hour  review session each week for Accounting I  classes, (3) offer a 1-hour review session each  week for Accounting II classes.  ***Mentor: Dr. Erin Moore, Department Chair*** | Successful completion of the following coursework: Financial Reporting I, Financial Reporting II, Financial Reporting III, Federal Income Taxation I, Cost  Accounting, Auditing.  Should be prepared to tutor in each of the undergraduate accounting concentration courses. | 7 ½ hours per week when classes are in session; specific hours will be negotiated | A stipend of $1100 per term (Fall and  Spring), and six\* (6) credits of tuition per term. Students are responsible for  registration, education service, practicum,  and other fees as appropriate.  *\*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits per academic year.* |
| **Part-Time Graduate Assistant - English Department**  Research/Program Assistant: Provide research  support to faculty; assist with building the  library collection in English areas; assist in writing and editing advising sheets and promotional materials; support the planning and publicizing of special events; support the administration of graduate and undergraduate programs by collecting and compiling data as directed and completing other tasks assigned.  ***Mentor: Dr. Stephen Adams, Department Chair*** | Bachelor’s degree and matriculation in  English M.A. degree program; writing  and proofreading ability required;  competence with Excel spreadsheet  and website development or  maintenance preferred. | 7 ½ hours per week when classes are in session; within  9am-5pm day; specific hours will be negotiated | A stipend of $1100 per term (Fall and  Spring), and six\* (6) credits of tuition per term. Students are responsible for  registration, education service, practicum,  and other fees as appropriate.  *\*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits per academic year.* |

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| **Position Description** | **Preferred**  **Qualifications** | **Required**  **Work Hours** | **Assistantship**  **Benefits** |
| **Part-Time Graduate Assistant – History Department**  Based on interests and skills, tasks might include  assisting with department newsletter, website,  alumni survey and interviews, Facebook page,  Westfield’s 350th celebration, publicizing events,  research assistance, proofreading.  Global Women’s History Project: assist with  Research, publicizing events, website.  ***Mentor: Dr. Mara Dodge, Department Chair*** | Strong writing skills, flexibility | 7 ½ hours per week when classes are in session; specific hours are flexible. | A stipend of $1100 per term (Fall and  Spring), and six\* (6) credits of tuition per term. Students are responsible for  registration, education service, practicum,  and other fees as appropriate.  *\*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits per academic year.* |
| **Part-Time Graduate Assistant – Education Department**  Assist with special projects as defined by the  department chair and other faculty. Tasks may  include assisting faculty with research projects,  preparing advising materials and flyers,  assisting with scheduling and data collection,  and supporting undergraduate research and  creative work in the department.  ***Mentor: Dr. Megan Kennedy, Department Chair*** | Dependable, punctual, ability to prioritize, communicates effectively orally and in writing, respectful and courteous, completes assigned work on time and with high quality, develops and maintains professional relationships, demonstrates independent thinking, demonstrates collaborative skills needed for group work, exhibits ethical behavior | 7 ½ hours per week when classes are in session; specific hours will be negotiated | A stipend of $1100 per term (Fall and  Spring), and six\* (6) credits of tuition per term. Students are responsible for  registration, education service, practicum,  and other fees as appropriate.  *\*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits per academic year.* |
| **Part-Time Graduate Assistant – Education Department**  Aid in organization, planning, and implementa-  tion of field placements; support aspects of the program’s advising documentation system; assist  with administrative functions of the field place-  ment process; other administrative functions.  ***Mentor: Dr. Megan Kennedy, Department Chair*** | Dependable, punctual, ability to prioritize, communicates effectively orally and in writing, respectful and courteous, completes assigned work on time and with high quality, develops and maintains professional relationships, demonstrates independent thinking, demonstrates collaborative skills needed for group work, exhibits ethical behavior | 7 ½ hours per week when classes are in session; specific hours will be negotiated | A stipend of $1100 per term (Fall and  Spring), and six\* (6) credits of tuition per term. Students are responsible for  registration, education service, practicum,  and other fees as appropriate.  *\*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits per academic year.* |

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| **Position Description** | **Preferred**  **Qualifications** | **Required**  **Work Hours** | **Assistantship**  **Benefits** |
| **Full-Time Graduate Assistant – Social Work**  **Department**  Provide support to faculty and staff with data  base management, including data entry and  reports. Assist faculty with various research  projects and assist in the planning and support  of various departmental events, including annual  fall field orientation, other administrative  functions.  ***Mentor: Dr. Jane Mildred, Department Chair*** | Proficient in use of word processing, spreadsheet, and publishing software, comfortable with both PC and Apple systems; highly motivated, comfortable  in a fast-paced team environment; strong verbal and written communi- cation skills. | 15 hours per week when  classes are in session; specific hours will be negotiated. | A stipend of $2200 per term (Fall and  Spring), and up to twelve\* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  *\*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits per academic year.* |
| **Full-Time Graduate Assistant – Nursing Department**  Clinical Coordinator Assistant: assist with maintaining accurate database records; assist with clinical placement sites inventory; assist with health standards compliance; organize and disseminate clinical information; coordinate drug testing and other required testing; coordinate evaluations. Teaching Assistant: proctor exams, correct papers, create rubrics, etc. Research Assistant: assist with research, scholarly work and literature searches; collect assessment data; analyze data. Simulation Assistant: run software programs during nursing labs, support lab equipment and supplies; assist faculty/students with lab equipment. General: website maintenance; events; regulatory agency compliance.  ***Mentor: Dr. Marcia Scanlon, Department Chair Nu*** | Computer skills, organized and  flexible | 15 hours per week when classes are in session; flexible; specific hours will be negotiated | A stipend of $2200 per term, and up to twelve\* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  *\*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits per academic year.* |

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| **Position Description** | **Preferred**  **Qualifications** | **Required**  **Work Hours** | **Assistantship**  **Benefits** |
| **Full-Time Graduate Assistant - Interdisciplinary Behavioral Health Collaboration Project**  Provide administrative assistance to IBHC Project staff, including but not limited to: aid in organization, planning, and implementation of IBHC Project goals; assist in developing and maintaining online platform for virtual modules and webpage; CEU maintenance; application  process; data gathering; data base maintenance;  other administrative functions.  ***Mentor: Dr. Nora Padykula, IBHC Project Dir.*** | Proficient in use of word processing, spreadsheet, and publishing software, comfortable with both PC and Apple systems; experience with online educational platforms; highly motivated, comfortable in a fast-paced team environment; strong verbal and written communication skills. | 15 hours per week when  classes are in session; specific  hours will be negotiated | A stipend of $2200 per term (Fall and  Spring), and up to twelve (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  *\*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits per academic year.* |
| **Full-Time Graduate Assistant – Department of Psychology**  Serve as assistant to graduate programs in  Psychology, provide summary documentation  to support Chair, including student orientation  materials, advising scheduling, placement  documentation for internship and practicum  placements, supervisor contacts and contracts,  data collection, editing (e.g. student handbooks).  ***Mentor: Dr. Robert Hayes, Psychology Graduate Program Director*** | Ability to work respectfully with  students and faculty | 15 hours per week when classes are in session; specific hours will be negotiated | A stipend of $2200 per term (Fall and  Spring), and up to twelve (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  *\*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits per academic year.* |
| **Full-Time Graduate Assistant – Health Sciences Department**  Coordinate laboratory set-up; prepare and monitor course manuals; assist with data collection; participate in Health Sciences admissions process including marketing, set-up, information sessions, communication with applicants; assist with market analysis and clinical site development; PowerPoint preparation with correlation to blueprint and ARC-PA standards.  ***Mentor: Jessica Marchesi, HS Faculty*** | Dependable, punctual, effective oral and written communication skills, ability to multitask, ability to maintain a professional demeanor, ability to follow directions accurately. | 15 hours per week when classes are in session; specific hours will be negotiated | A stipend of $2200 per term, and up to twelve\* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  *\*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits per academic year.* |

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| **Campus Support Placements** | | | |
| **Position Description** | **Preferred**  **Qualifications** | **Required**  **Work Hours** | **Assistantship**  **Benefits** |
| **Part-Time Graduate Assistant – Common**  **Goods Food Pantry**  Coordinator for Common Goods, Westfield State’s Food Pantry, seeks a Coordinator who will assume responsibilities including: outreach and education in the Westfield State community; train and supervise volunteer student staff; help develop an effective inventory tracking system; be the point person for campus and community sponsored food drives; respond to email inquiries; provide on-site coverage as needed; collect and process data and special requests of food pantry users.Common Goods, Westfield State’s Food Pantry, to assume responsibilities including: outreach and education in the Westfield State community; train and supervise volunteer student staff; help develop an effective inventory tracking system; be the point person for campus and community sponsored food drives; respond to email inquiries; provide on-site coverage as needed; collect and process data and special requests of food pantry users.  ***Mentor: Dr. Celeste Donovan, TRIO Program Director*** | Strong organizational skills, strong  written and oral communication skills,  experience working with vulnerable and  disadvantaged populations. Enrollment in degree programs such as social work,  psychology, non-profit public policy, or otherwise professionally focused on  providing support to disadvantaged populations is highly preferred | 7 ½ hours per week when classes are in session; Tuesdays  and Wednesdays between 12 noon and 4 p.m. | A stipend of $1000 per term (Fall and  Spring), and six\* (6) credits of tuition per term. Students are responsible for  registration, education service, practicum,  and other fees as appropriate.  *\*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits per academic year.* |
| **Part-Time Graduate Assistant – Reading and Writing Center**  Serve as a writing consultant (after appropriate training); work one-on-one with students from a variety of disciplines to improve their writing skills; take on related projects such as designing publicity materials, leading writing groups and/or workshops, and introducing RWC’s services to graduate students.  ***Mentor: Dr. Catherine Savini, Director*** | Effective and empathetic communicator who cares about students and writing, and is committed to learning on the job. English degree path not required. | 7 ½ hours per week when classes are in session; within  Monday-Thursday 10-5, Friday  10-2; specific hours will be negotiated | A stipend of $1000 per term (Fall and  Spring), and six\* (6) credits of tuition per term. Students are responsible for  registration, education service, practicum,  and other fees as appropriate.  *\*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits per academic year.* |
| **Part-Time Graduate Assistant – Center for**  **Undergraduate Research & Creative Activity**  Support the CURCA Director with events,  including the end-of-semester CURCA  celebration; assist in preparations for  workshops; assist with marketing and communication, planning of events, data  analysis, workshops and other events intended  to support students and faculty engaged in  CURCA; assist the CURCA Faculty APR and  CURCA undergraduate interns as needed.  ***Mentor: Dr. Lamis Jarvinen, Director of CURCA*** | Strong communication skills,  organization; background in graphic  design and Adobe suites, event  planning, meeting deadlines | 7 ½ hours per week when classes are in session; specific  hours will be negotiated | A stipend of $1000 per term (Fall and  Spring), and six\* (6) credits of tuition per term. Students are responsible for  registration, education service, practicum,  and other fees as appropriate.  *\*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits per academic year.* |
| **Description** | **Preferred**  **Qualifications** | **Required**  **Work Hours** | **Assistantship**  **Benefits** |
| **Part-Time Graduate Assistant – College of**  **Education, Health and Human Services**  Technical support to the teacher education  office: LiveText management assessment system,  data entry and representation, faculty support  and training.  ***Mentor: Dr. Cheryl Stanley, Associate Dean*** | Strong work ethic, friendly and outgoing, adaptable, excellent  communication skills, assessment skills, technology skills, professional and  punctual | 7 ½ hours per week when classes are in session; specific  hours will be negotiated | A stipend of $1000 per term (Fall and  Spring), and six\* (6) credits of tuition per term. Students are responsible for  registration, education service, practicum,  and other fees as appropriate.  *\*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits per academic year.* |
| **Full-Time Graduate Assistant – International Programs**  Study Abroad Assistant: Provide support for International Programs Office outreach to  students interested in domestic and overseas  study abroad programs. Become familiar with  IPO programs, conduct intake interviews, assist  with outreach efforts on campus, assist with  planning and implementation of orientation and informational sessions and other events, serve as advisor to study abroad students, develop and  deliver a marketing plan, update social media accounts, attend staff meetings and professional development programs as appropriate.  ***Mentor: Cynthia Siegler, Director*** | Ability to communicate well verbally  and in writing and to follow written and  oral instructions, to gather information through questioning individuals and by examining records and documents, to  develop ideas in logical sequence, and  to establish rapport and maintain  harmonious working relationships with  persons from varied ethnic, cultural  and/or economic backgrounds. | 15 hours per week when classes are in session; specific  hours will be negotiated | A stipend of $2000 per term (Fall and  Spring), and up to twelve\* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  *\*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits per academic year.* |
| **Full-Time Graduate Assistant – Banacos Academic Center**  Exam Room Assistant: Log in and deliver exams; reformat exams; communicate with professors;  proctor exams; read/scribe exams (unbiased), ensuring academic integrity; act as reader for  exams (reading directions, questions and answer  choices verbatim, without assisting the test-taker  in selecting a response); act as scribe when  necessary, assisting students with the dexterity  and physical mechanics of writing (must write  down verbatim what is being dictated); the  scribe is responsible for ensuring that the  finished exam accurately reflects the words of  the student.  ***Mentor: Sarah Lazare, Director*** | Ability to exercise discretion and maintain confidentiality. Effective communication skills and ease with relating to people from varying educational, cultural, and social backgrounds; professional, dependable  and punctual; responsive to email communications; effective time-  management and self-management  skills; respectful of different learning  styles and abilities; ability to follow  multi-step directions; clear and accurate handwriting and typing skills; ability to adhere to WSU Code of Conduct and Academic Integrity policies. | 15 hours per week when classes are in session; specific hours will be negotiated, M-F 7:30am – 5:00pm | A stipend of $2000 per term (Fall and  Spring), and up to twelve\* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  *\*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits per academic year.* |
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| **Full-Time Graduate Assistant – Banacos**  **Academic Center**  Disability Services Assistant: Collaborate with  students to identify barriers to full participation  in the curricular and co-curricular environments  and determine appropriate accommodations; review, collect and maintain disability  documentation; coordinate the provision of reasonable accommodations; provide  consultation, information and resources to  students with disabilities, faculty and staff;  maintain appropriate records.  ***Mentor: Laura Cummings, Access Advisor*** | Working knowledge of commonly used  assistive technology, strong research  and networking skills, strong written  and interpersonal communication  skills, strong organizational skills,  working knowledge of common  computer applications. | 15 hours per week when classes are in session; at least 3  days per week; specific hours  will be negotiated | A stipend of $2000 per term (Fall and  Spring), and up to twelve\* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  *\*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits per academic year.* |
| **Full-Time Graduate Assistant – Alumni**  **Relations**  Work with a wide range of media and use  graphic design software; work with Twitter,  Facebook, LinkedIn and Instagram to promote  alumni engagement and support fundraising  efforts; think creatively and develop new design  concepts, graphics and layouts; collaborate with  other campus offices to develop web based promotional campaigns; develop, execute and  monitor media plans; review analytics for  campaign performance.  ***Mentor: Katheryn Bradford, Director*** | Graphic designing, photography and  video experience; possession of a  creative flair, versatility, conceptual/  visual ability and originality; ability to  interact, communicate and present  ideas; up-to-date with industry leading  software and technologies (In Design,  Illustrator, Dreamweaver, Photoshop,  etc.); proficient in all design aspects;  strong and creative written communication skills. | 15 hours per week when classes are in session; M-F  between 9-5pm; specific hours  will be negotiated; possible  nights and weekends for  additional pay. | A stipend of $2000 per term (Fall and  Spring), and up to twelve\* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  *\*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits per academic year.* |
| **Full-Time Graduate Assistant – Westfield**  **State Experience**  Work with the Westfield chapter of the National Society of Leadership and Success in planning  events and supporting e-board and advisors with  programming leading to induction; assist college  deans in planning the Second Year Transition  Ceremony; assist in planning the Professional  Readiness Conference.  ***Mentor: Dr. Enrique Morales-Diaz, Interim Dean of Faculty*** | Some experience working with student  groups, event planning | 15 hours per week when classes are in session; specific hours will be negotiated | A stipend of $2000 per term (Fall and  Spring), and up to twelve\* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  *\*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits per academic year.* |

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| **Full-Time Graduate Assistant – Office of Admission**  Attend admission information sessions, tours,  and other events; conduct admission information sessions when needed; meet with prospective students and their parents; participate in local  travel admission events; acquire skill in Banner record system; participate in campus visitation events; track documents; assist with data input;  assist with GPA calculation; assist with social  media; other duties as assigned.  ***Mentor: Katelyn Shea, Assistant Director*** | Familiarity with Westfield State University preferred. | 15 hours per week when classes are in session; primarily between 8:30am-4:30pm, some Saturdays; specific hours will  be negotiated | A stipend of $2000 per term (Fall and  Spring), and up to twelve\* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  *\*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits per academic year.* |
| **Full-Time Graduate Assistant – Urban Education Program**  Provide academic and college success strategies, skill improvement, college readiness, general guidance, coaching, mentoring, and career exploration support and initiatives; assist Urban Education student leaders in facilitating ways to work through their ideas and goals, and guide them in student development; mentor and support student leaders in planning, organizing, and implementing programs; create promotional materials; increase social media presence; evaluate and assess current programs and services, research models and other gathering activities for program development; provide administrative support such as mailings, program publicity and logistics.  ***Mentor: Robert Thornton, Assistant Director*** | Relevant work experience, comprehen- sive knowledge and expertise working with students from diverse socioeconomic populations; experience in program and event planning; proficiency in social media, email correspondence and internet research; multicultural competency; strong oral and written communication skills; ability to use discretion, exercise good judgment, and maintain strict confidentiality; ability to work independently with frequent interruptions and shifting priorities; flexibility and adaptability; a desire to work as part of a team; computer proficiency; bachelor’s degree in a  related field; bilingual English/Spanish preferred but not required | 15 hours per week when classes are in session; between 8:30am and 5pm with occasional nights and weekends; specific hours will be negotiated | A stipend of $2000 per term (Fall and  Spring), and up to twelve\* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  *\*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits per academic year.* |

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| **Position Description** | **Preferred**  **Qualifications** | **Required**  **Work Hours** | **Assistantship**  **Benefits** |
| **Full-Time Graduate Assistant – Sports Information/Media Relations**  Assist in game-day event management of press box and scorer’s table, including gathering statistical information using Statcrew software; write press releases, game stories and features; update WSU Athletics website; upload statistical files; create and post social media content; design and produce game programs; produce photo, graphic and video content for the website;  Assistant Coach for baseball program; perform additional duties as assigned by the Athletics Director or Associate Athletics Director.  ***Mentor: David Caspole, Associate Athletics Director*** | Professionalism, strong interpersonal and organizational skills, ability to interact effectively with the campus community, social media skills, computer/website skills | 25 hours per week, some nights and weekends | A stipend of $6500 per year, and up to twelve\* (12) credits of tuition per term (fall and spring). Students are responsible for registration, education service, practicum, and other fees as appropriate.  *\*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits per academic year.* |
| **Full-Time Graduate Assistant – Assistant Coach/NCAA Compliance/Event Management**  Plan student promotions for athletic events and encourage student involvement; assist in pep  rally and midnight madness organization; assist  with home game and event management; assist  with community service and other events and  programs; Assistant Coach for field hockey  including training programs, practice sessions, games, recruitment, team development, strategy implementation; assist with NCAA compliance; perform additional duties as assigned by the Athletics Director or Associate Athletics Director.  ***Mentor: Nancy Bals, Associate Athletics***  ***Director*** | Collegiate coaching and/or playing experience, recommended CPR/AED, First Aid Certified | 25 hours per week, some nights  and weekends | A stipend of $6500 per year, and up to twelve\* (12) credits of tuition per term (fall and spring). Students are responsible for registration, education service, practicum, and other fees as appropriate.  *\*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits per academic year.* |

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| **Full-Time Graduate Assistant – Athletic**  **Event Management/Facilities Management**  Manage the Woodward Fitness Center including  supervision of Fitness Center student workers, collection of monthly usage statistics, overseeing operations for outside events, and supervision of  night operations on select evenings; Assistant  Coach for the softball or football program; home  game and event management, plan student promotions for sporting events, assist with  other events and pep rallies; perform additional  duties as assigned by the Athletics Director or Associate Athletics Directors.  ***Mentor: Richard Lenfest, Athletics Director*** | Collegiate coaching and/or playing experience, recommended CPR/AED, First Aid Certified | 25 hours per week, some nights and weekends | A stipend of $6500 per year, and up to twelve\* (12) credits of tuition per term (fall and spring). Students are responsible for registration, education service, practicum, and other fees as appropriate.  *\*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits per academic year.* |
| **Full-Time Graduate Assistant – Historical Journal**  Light copyediting and/or proofreading of book  reviews and articles; fact checking; assist in  writing captions; creation of photo essays; subscription management and database manage-  ment; book review management; mailing out  books and working with publishers; research  assistant; assist with marketing, publicity and  press releases; website and social media;  conference displays; attend local history events.  ***Mentor: Dr. Mara Dodge, Department Chair*** | Outstanding writing, proofreading, and organizational skills; accuracy and  attention to detail | 15 hours per week when classes are in session; specific hours will be negotiated | A stipend of $2000 per term (Fall and  Spring), and up to twelve\* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  *\*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits per academic year.* |
| **Full-Time Graduate Assistant – Office of Academic Advising and Transfer Transition**  Advise students on curriculum course sequence, registration processes, and university resources; advise undeclared students on major exploration and career opportunities; assist with the supervision and training of office peer advisors.  ***Mentor: Dr. Laurie Simpson, Director*** | Previous experience in an academic advising office | 15 hours per week when classes are in session; between 9am and 5pm; specific hours will be negotiated | A stipend of $2000 per term (Fall and  Spring), and up to twelve\* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate.  *\*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits per academic year.* |