

Graduate School

Graduate Assistantship Opportunities

2020-2021 Academic Year

Graduate Academic Program Placements			
Position Description	Preferred Qualifications	Required Work Hours	Assistantship Benefits
<p>Part-Time Graduate Assistant – Master of Science in Accounting Program Graduate Assistant works as a tutor for the undergraduate accounting classes. Responsibilities include: 1) holding weekly drop-in office hours for tutoring, 2) offering a 1-hour review session each week for the ACCT 0104 Principles of Accounting I classes, and 3) offering a 1-hour review session each week for the ACCT 0105 Principles of Accounting II classes. The Graduate Assistant should be prepared to tutor in each of the undergraduate accounting concentration courses. Mentor: Dr. Erin Moore, Department Chair</p>	<p>Successful completion of all undergraduate Accounting concentration courses.</p>	<p>7 ½ hours per week when classes are in session; specific hours will be negotiated</p>	<p>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. <i>*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits <u>per academic year.</u></i></p>
<p>Part-Time Graduate Assistant – Education Department Aid in organization, planning, and implementation of field placements; support aspects of the program’s advising documentation system; assist with administrative functions of the field placement process; other administrative functions. Mentor: Dr. Megan Kennedy, Department Chair</p>	<p>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</p>	<p>7 ½ hours per week when classes are in session; specific hours will be negotiated</p>	<p>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. <i>*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits <u>per academic year.</u></i></p>

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<p>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.</p>	<p>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.</p>	<p>15 hours per week when classes are in session; specific hours will be negotiated</p>	<p>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. <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>
<p>Part-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</p>	<p>Dependable, punctual, effective oral and written communication skills, ability to multitask, ability to maintain a professional demeanor, ability to follow directions accurately.</p>	<p>7.5 hours per week when classes are in session; specific hours will be negotiated</p>	<p>A stipend of \$1100 per term, and up to six* (6) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits <u>per academic year.</u></i></p>
<p>Full-Time Graduate Assistant - Social Work Field Program GA will provide administrative assistance to the staff in the Social Work Field Program, including but not limited to: (1) aid in organization, planning, and implementation for field-related community events, (2) maintain certain aspects of the program's online field documentation system, (3) assist with administrative functions of the student internship application process, and (4) copying, filing, and other miscellaneous clerical/administrative functions. Mentor: Terri J. Haven, Field Education Director</p>	<p>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 communication skills; skilled in working both independently and as part of a team; ability to maintain confidentiality; successful applicant will commit to both fall and spring semesters due to flow of process in the field program.</p>	<p>Specific hours will be negotiated with GA; Mondays and Thursday preferred with occasional need to adjust days of work to accommodate dates of community events.</p>	<p>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. <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>

Campus Support Placements

Position Description	Preferred Qualifications	Required Work Hours	Assistantship Benefits
<p>Part-Time Graduate Assistant – Common Goods Food Pantry Coordinator for 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</p>	<p>Applicants must demonstrate 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.</p>	<p>7 ½ hours per week when classes are in session; Tuesdays and Wednesdays between 12 noon and 4 p.m.</p>	<p>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. <i>*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits <u>per academic year.</u></i></p>
<p>Full-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</p>	<p>Strong communication skills, organization; background in graphic design and Adobe suites, event planning, meeting deadlines. Experience with CURCA required.</p>	<p>15 hours per week when classes are in session; specific hours will be negotiated</p>	<p>A stipend of \$2,869 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. <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>

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<p>Part-Time Graduate Assistant – Alumni Relations Support the Senior Annual Giving Coordinator in all aspects of annual giving initiatives including fundraising activities and stewardship, as well as maintaining relationships with alumni, parents and friends of the University. Collaborate with other campus offices to develop content and media for individual and mass solicitations and stewardship pieces that will be distributed via direct mail, crowdfunding, email and social media. Use crowdfunding programs to engage and thank donors. Assist with the planning and executing of our Annual Day of Giving, Give a Hoot. Mentor: Jennifer Zajac, Sr. Annual Giving Coordinator</p>	Professionalism, strong interpersonal and organizational skills, ability to interact effectively with the campus and Westfield State community, excellent writing, proofreading, technical and analytical skills	7.5 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 \$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. <i>*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits <u>per academic year.</u></i>

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<p>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: Aaliyah Mercer, Admission Counselor</p>	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. <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i>

Position Description	Preferred Qualifications	Required Work Hours	Assistantship Benefits
<p>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</p>	<p>Professionalism, strong interpersonal and organizational skills, ability to interact effectively with the campus community, social media skills, computer/website skills</p>	<p>25 hours per week, some nights weekends</p>	<p>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. <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>
<p>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</p>	<p>Collegiate coaching and/or playing experience, recommended CPR/AED, First Aid Certified</p>	<p>25 hours per week, some nights and weekends</p>	<p>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. <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>