Graduate Assistantship
Development Office

One 10 hour/week development assistantship for both semesters 2014-2015. Duties include researching and writing copy relating to College philanthropy; other activities in support of Development Office.

**Qualifications:** Good judgment, discretion, and strong organizational and communication skills.

Interested applicants should contact Julie Stubbs stubbs@educ.umass.edu

Research Assistantship
Department of Educational Policy, Research, and Administration

One 10 hr/week research assistantship is available for Fall 2014.

**Responsibilities include:** The student will assist the International Education (IE) coordinator in conducting a review of the IE courses and programming, as well as looking at recruitment and trends in graduate student admissions for the master’s and doctoral programs. Other tasks may be assigned as needed.

**Qualifications include:** All applicants must have a background in international education and development, excellent research and writing skills, experience working in tertiary education in low resource contexts and a commitment to education for social change.

To apply, please contact Jacqueline Mosselson at jmosselson@educ.umass.edu, noting RA APPLICATION in subject line. Position contingent on funding.
SEPTEMBER 2014 DEGREE DEADLINES
Listed below are the deadline dates to apply for a SEPTEMBER 2014 degree for Master's, Educational Specialist (formerly CAGS), and Doctoral students who will complete their degree requirements during summer 2014.

M.Ed. and Educational Specialist Degree (Ed.S.) Candidates

The Degree Eligibility Form and College of Education Master's Form M-2 or Form C-2 for the Ed.S. must be completed (typed) and submitted to Kristin Tyler in the Office of Academic Affairs, 123 Furcolo, no later than August 22, 2014. This is to allow time for processing and obtaining the necessary signatures of Dr. Linda Griffin, Associate Dean for Academic Affairs and Graduate Program Director, and Dean Christine McCormick (Department Head). Your advisor must sign the College of Education Master's Form M-2 or C-2, but NOT the Degree Eligibility Form. Please note that hand-written forms will not be accepted.

Forms can be downloaded from the following URL. If you have any difficulty, please open the documents in Internet Explorer or Safari:
http://www.umass.edu/education/students/current/forms

Ed.D. and Ph.D. Candidates

Doctoral students planning on a September 2014 degree must submit their typed Doctoral Form D-8 to Kristin Tyler to schedule their final oral defense at least 4 weeks in advance of the defense date. Students should schedule their defense no later than August 15, 2014 to have time to make any necessary edits. Rooms are reserved by contacting Robert Heath (rheath@umass.edu).

The typed Doctoral Degree Eligibility Form, the typed Form D-9 (Result of Final Oral Examination) and one original Signature page must be submitted to Kristin Tyler in Room 123 Furcolo no later than August 22, 2014.

The Doctoral forms can now be typed into and are found at the following URL:
http://www.umass.edu/education/students/current/advising-guidelines/doctoral-guidelines

Kristin will submit these forms to the Graduate School after they are signed by Dr. Linda Griffin, Associate Dean for Academic Affairs and Graduate Program Director, and Dean Christine McCormick (Department Head).

The dissertation must be submitted electronically and other required materials must be submitted to the Graduate School (Room 534 Goodell) by 4:30p.m., August 29, 2014. THIS IS A FIRM DEADLINE!
Research Assistantship  Social Justice Education  
Department of Student Development

One 10 hour/week research assistantship is available for the 2014/2015 academic year. The position entails supporting a research project on school-community connections and learning opportunities in youth-based settings.

Responsibilities include: Conducting literature review; fostering relationships with school-community members; facilitating site visits in Holyoke and/or Springfield; setting up interviews with key participants; collecting and archiving data, including audio and video; attending research meetings; writing for conference presentations and publications; and, assisting with the overall project.

Qualifications include: Ability to relate to partners in education, including youth advocates, cultural workers, and other professionals in the community; strong writing and oral communication skills; some knowledge of qualitative data analysis software; facility of digital audio/video equipment; experience working with youth across educational contexts; and willingness to travel by car. Additionally, the ideal candidate must have strong organizational, time management skills, and be able to complete research tasks independently. Previous research experience or familiarity with qualitative methodology is preferred. Applicant must complete CITI training.

To apply, please send a brief cover letter and CV to Dr. Korina Jocson at kjocson@umass.edu.

Project Assistantship  
Department of Educational Policy, Research, and Administration

10 hours/week, project assistant, Fall 2014, with the possibility of re-appointment for Spring 2015, for the Department Chair of EPRA.

Description: Works with the concentration coordinators on the timely submission of academic course scheduling and requests for other data; assists in planning department meetings; take notes at those meetings; supports strategic planning and other College- and University-wide initiatives; any other duties as assigned.

Qualifications: Excellent written and oral communications skills; excellent organizational skills; excellent skills in Word, Excel, and other software; strong library and internet research skills; ability to work with various campus constituencies including faculty members, administrators, and students

To apply, please send a resume and one-page letter of interest to: Mike Hanna at mhanna@umass.edu. In the subject line of the email, please note “EPRA Department PA position.”

Tuition Waiver for Externships Fall 2014 and Spring 2015

In all future requests for approval of externship waivers, please use this new form and note that all forms must be typed:
http://www.umass.edu/gradschool/sites/default/files/Appendix%20Bvf.doc

The only change is the addition of a line for your dean’s signature.

The general externship policy can be found here:
http://www.umass.edu/gradschool/funding-support/graduate-assistantship-office/externship-policy-procedures
Research Assistantship
Department of Student Development

One 10 hour/week graduate research assistantship is available for the 2014-2015 academic year. This assistantship will involve assisting with a research project funded by the College of Education Research Fellowship program with a faculty member in the School Psychology Program.

Responsibilities may include: The student will primarily work on a research project exploring developmental adaptations to Positive Behavior Support (PBS) for students in middle and high school. The student will assist with: reviewing relevant research, managing school-based data collection, scoring and managing raw qualitative and quantitative data, developing future research projects, and preparing for conference presentations and manuscript publications.

Qualifications include: The ideal candidate will have taken EDUC 762, EDUC 628, and EDUC 794I, and have background knowledge and interest in Positive Behavior Support. Furthermore, the candidate should have developed skills in conducting literature reviews and collecting/managing/analyzing data. The candidate must be available to assist with data collection during school hours. Additionally, the position requires strong writing and organizational skills, as well as excellent time management. The ability to work both independently and collaboratively is also required. Applicant must complete CITI training.

To apply, please send a brief letter of application and your resume to Mike Hanna at mhanna@umass.edu. Please put PBS Fellowship in the subject line of your email.

Teaching Assistantship
Department of Teacher Education and Curriculum Studies

One 10 hr/week graduate assistantship for fall 2014 for EDUC 190 Education at the Movies.

Responsibilities: Work as a Teaching Assistant (TA) for an undergraduate lecture course called Education at the Movies, which serves first- and second-year undergraduate students. This course offers a critical examination of gender, race, class, childhood, adolescence and equity in education as represented in dominant and alternative media (film, television, radio, and news media). The responsibilities of the position are: attend weekly lectures (2 x 75 minutes) and one weekly teaching-team meeting (60 minutes); grade student work and track student attendance; calculate final course grades; hold weekly office hours; respond to student email and questions; participate in online discussions on the course website.

Qualifications: Must be able to attend all lectures and teaching team meetings; must have some experience leading, facilitating, planning, or teaching discussion-oriented workshops or classes with youth or adults; ability to work independently and with a team, follow through on commitments, and meet deadlines. Additional desired characteristics include academic knowledge or interest in issues pertaining to diversity and equity in public education, the sociology of education, Hollywood film representations of education, and/or critical media literacy.

Please submit a CV to: Professor Kysa Nygreen at knygreen@educ.umass.edu
**Teaching Associate**
Continuing and Professional Education  Bridges to the Future/ 180 Days in Springfield

A 15 hr/week teaching assistantship available for fall 2014 for EDUC 503 Sheltered English Immersion.

**Responsibilities include:** Planning and attending all classes on Mondays from 7:00-9:30, leading a weekly planning meeting with TAs. These meetings will most likely also be on Mondays. Leading the primary course and a discipline-specific discussion section for secondary English, history, math, or science licensure candidates. In addition, take attendance and keep student performance records; implement weekly lesson plans; collect and evaluate students; weekly assignments related to readings and class discussion provide feedback on three short course papers; and provide input on the assessment of students; progress in the course. Individual will also be responsible for responding to students; emails in a timely manner and for holding weekly office hours. Individual will serve as a liaison between this course and the secondary methods course in specific disciplines as needed (e.g., English, history, math, science.)

**Qualifications include:** Previous teaching experience, familiarity with SEI state standards.

To apply, please send a resume to Hanni Thoma at hthoma@educ.umass.edu in an email titled, “EDUC 503 TO Application.”

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**Program Assistant**
Department of Educational Policy, Research and Administration  International Education

A 10 hr/week assistantship available for fall 2014.

**Responsibilities** include: work with faculty supervisor to organize meetings to generate goals and objectives, course outline, readings and assignments for each online course; take meeting notes and generate a draft syllabus for each course; identify and procure course readings; devise lesson plans; work with faculty supervisor and COE/CPE staff to complete necessary paperwork for submitting course syllabi and supporting materials to the College of Academic Matters and faculty senate; develop advertising for each course with CPE; generate international marketing and advertising plan for the courses and certificate; develop processes for management of all courses and awarding of the certificate; document all development activities; prepare an electronic folder and a hard copy notebook for each course; other duties as assigned.

**Qualifications** include: knowledge of primary education in developing countries desired; ability to work independently and autonomously; attention to detail and ability to meet deadlines; experience working with teams desired; ability to manage electronic files.

Contingent upon funding.

To apply, please send a cover letter stating why you are interested in this assistantship, along with a resume to Cristine Smith cristine@educ.umass.edu by 8/22/14. No phone calls, please.
Research Assistantship in ELA Common Core
Department of Teacher Education and Curriculum Studies

One 10 hour/week research assistantship is available for the Fall 2014 semester.

Responsibilities include: This student will work on a research project examining the implementation of the Common Core in English language arts high school classrooms, specifically in Springfield, over the course of the fall semester. S/he will assist with literature reviews, data collection, write for conference presentations and publications, and conduct qualitative (and some content) analysis.

Qualifications include: The ideal candidate will have strong writing and research skills, as well as experience thinking and reading about issues related to teacher education and curriculum studies. S/he will participate in weekly research meetings and occasional site visits/classroom observations at schools in Springfield. The research assistant will work with teachers and university partners to achieve the goals of the project.

Applicant must complete CITI training.

To apply, please send a brief cover letter and CV to Dr. Keisha Green at klgreen@educ.umass.edu.

Project Assistantship
Educator Preparation Office

One 10 hour/week Tk20 project assistantship is available in the P12 Educator Preparation Office for fall 2014.

Responsibilities include: Work as part of the Tk20 Team to assist the Assistant Dean for P12 Educator Preparation and the Data Specialist with Tk20 tasks. Learn to use all aspects of the Tk20 data management system and participate as part of the Tk20 team to carry out tasks as assigned including the following: conducting regular Tk20 support office hours, answering questions, troubleshooting and providing face-to-face, email and phone support for UMass Amherst Tk20 users; building and revising assessments, rubrics, forms, portfolios and field experience binders (FEBs); dissemination of assessments, portfolios, FEBs, surveys; running of data reports, simple data analysis, and uploading of reports; facilitating student trainings; updating and maintaining the Tk20 resource blog; other duties related to the work of the Tk20 Office as assigned.

Preference given to candidates with the following qualifications: doctoral student; technology and computer skills; ability to learn new technology quickly; high level of initiative; excellent communication skills; team spirit; ability to work assigned hours in office.

To apply, please submit a letter of application as an email attachment addressing the above qualifications (which will be used as a writing sample) and resume to: Dr. Marge Magouirk Colbert, Assistant Dean for P12 Educator Preparation, College of Education, University of Massachusetts Amherst, magouirk@educ.umass.edu

All Project Assistantships are contingent on available funding. This assistantship is contingent on acceptance of a 10 hour/week Tk20 Project Assistantship for academic year 2014-2015. APPLICATION DEADLINE: August 22, 2014
Teaching Assistantship  Human Development  270, Child Development
Department of Teacher Education and Curriculum Studies

10 hr/week teaching assistantship available for Fall, 2014 for HumDev 270, Child Development.

Responsibilities include: assist with course preparation; attend classes; meet with faculty member regularly; provide feedback on students’ written work; communicate with students as needed, by email; help grade term papers.

Qualifications include: knowledge of the field of child development; excellent written and oral communication skills; strong organizational skills; appreciation of diversity. Previous teaching experience preferred.

To apply, please send a resume to Associate Professor Alfred L. Karlson at alfredlkarlson@hotmail.com

Graduate Assistantship  Social Justice Education
Department of Student Development

One 10 hour/week graduate assistantship is available for the 2014/2015 academic year. The position entails supporting social justice education faculty on a project related to youth studies and the arts, the coordination of a lecture series, and social media site development and maintenance for promoting the series.

Responsibilities: Conducting literature review, archiving data using digital media, scheduling and planning lecture series events, responding to queries about the events, participating in activities with faculty/artist-scholar guests, creating and maintaining a project website/blog, and assisting with overall project.

Qualifications: Ability to work in collaboration with faculty and scholarly community. Good interpersonal skills. Knowledge of office software and media platforms. Additionally, the ideal candidate must have strong organizational, time management skills, and be able to complete research tasks independently. Previous research experience or familiarity with qualitative methodology is preferred. Applicant must complete CITI training.

To apply, please send a brief cover letter and CV to Dr. Korina Jocson at kjocson@umass.edu
**Teaching Assistantship**
Department of Student Development

10 hr/week teaching assistantship available for Fall 2014, EDUC 210.

**Responsibilities:** Primary instructional responsibility, including curriculum design and pedagogy, for one section per semester of EDUC 210, *Social Diversity in Education* (General Education I & D) which is now a 4-credit course that meets twice-weekly, Tuesdays and Thursdays 11:15-12:30. Solo teach individual sections of 30 students, assign and grade papers and/or projects, hold weekly office hours, and turn in final grades. There are four or five “all section” events (panels, lectures, films) throughout the semester, organized by the instructors with support from the Course Director. Instructors design their own twice-weekly meetings, within the context of the overall semester syllabus that was approved by the General Education Council. Details of implementing the overall syllabus are discussed by the instructional staff in weekly staff meetings. Instructors assign readings from *Readings for Diversity & Social Justice* and materials uploaded to SPARK or SPIRE.

**Qualifications include:** Applicants must have completed the SJE graduate core and have taught EDUC 202, 392 or equivalent undergraduate diversity/SJE courses using SJE course content and pedagogies.

To apply, please send a resume to Maurianne Adams adams@educ.umass.edu

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**Teaching Assistantship**
Department of Teacher Education and Curriculum Studies

A 10 hr/week teaching assistantship is available for fall 2014 to assist with EDUC 351 (Foundations of Education). Education 351 fulfills a requirement for the Education Minor.

**Responsibilities include:** Attendance at all class sessions (Tu/Th afternoons); Assisting with planning and teaching; Facilitation and monitoring of discussion groups (online and in the classroom); Evaluation of student work; Maintaining attendance and grading records; and Scheduled office hours (2h/week).

**Qualifications:** Excellent communication skills; Experience with undergraduate teaching; Strong organizational skills; Experience with and knowledge of local educational settings and issues; Experience with Moodle preferred.

Applicants should submit letter of interest, CV/resume (including the names and contact information for two references) to Raymond Sharick at rsharick@educ.umass.edu. Subject line of email should read: “TA EDUC 351.” This assistantship is only for the fall 2014 semester and is contingent upon course enrollment. Application deadline: August 25, 2014
Project Assistantship
Department of Student Development

10 hr/week project assistant for fall 2014.

Responsibilities include: assists the department with national accreditation reports; Provides support gathering and analyzing department data; Assists in planning in department meetings; Supports department strategic planning and other College- and University-wide initiatives; any other duties as assigned.

Qualifications include: excellent written and oral communications skills; excellent organizational skills; ability to work with various campus constituencies including faculty members, administrators, and students;

To apply, please send a resume to Mike Hanna at mhana@umass.edu

The Graduate School offers two seminars on Wednesday, Aug. 20

The Graduate School Office of Professional Development (OPD) is committed to helping graduate students and postdocs achieve success across a variety of careers. We are pleased to invite Lauren Celano, co-founder and CEO of Propel Careers, to present two seminars on Wednesday, August 20th in the Integrated Sciences Building Auditorium (Room 135). Graduate students and postdocs at all stages of study are encouraged to attend. Pre-registration is requested for planning purposes: http://bit.ly/RegisterPropelCareers

Looking Your Best on Paper
10:00 AM – 11:30 AM (refreshments will be served in the ISB atrium at 9:45 AM)
Lauren will kick off the morning session with an overview of non-academic career opportunities available in STEM and non-STEM fields. She will describe the skills needed to achieve success, strategies for developing them, and tips for highlighting them on resumes and cover letters.

Job Search Strategy
1:30 PM – 3:00 PM
In the afternoon, Lauren will provide advice on how to prepare and conduct an effective job search. She will share strategies to identify job opportunities, determine “fit” and leverage networks to increase chances for success.

Lauren presents career preparation seminars to academic audiences, professional societies, and career expo events. For more information about the August 20th seminars and Propel Careers, view the event flyer: http://bit.ly/propelcareers
Editorial Assistant (Project Assistant)
Equity and Excellence in Education Journal

A 10 hour/week, 50 week assistantship is available as editorial assistant for the College of Education’s journal, “Equity & Excellence in Education.”

Minimum Qualifications: Doctoral student in the College of Education; Strong writer of English; Advanced research skills, including database search skills in a broad range of social justice/diversity/education topics; Ability to critically analyze research and provide feedback on manuscripts; Knowledge of social justice and diversity as an academic field; Ability to work well both independently and collaboratively; Knowledge of Microsoft Word, Excel, and e-mail communication

Desired Qualifications: Prior experience editing and writing for an academic audience; Knowledge of the writing process and ability to provide thoughtful, instructional feedback about writing; Prior experience in academic publishing or some other publishing field; Experience with Scholar One manuscript submission site

Responsibilities: Consolidate reviews and write summaries of feedback; Attend weekly editorial team meetings and office hours; Search academic databases to identify the most recent research in areas related to submissions to identify potential peer reviewers; Solicit and maintain contact with manuscript reviewers; Copyediting; Complete Reference Checks

Interested applicants should reply to: Jason G. Irizarry, Ed. D., Director of Urban Education, College of Education, jirizarry@educ.umass.edu.

Project Assistantship
Department of Teacher Education and Curriculum Studies
Mathematics, Science and Learning Technology (MSLT)

A 10 hour/week project assistantship position is available for Fall 2014.

Responsibilities: Support the research and academic work of the MSLT faculty. Tasks may include, but are not limited to: data-entry, information gathering, document editing, helping with the creation of record-keeping systems, copying/scanning, website support, and other forms of support as assigned.

Qualifications: Ability to work independently, follow through on commitments, and meet deadlines; highly organized, punctual, and detail-oriented; excellent writing and editing skills; ability to use library and online database research tools; knowledge and familiarity in using various software programs, e.g., Word, Excel, Power Point; and ability to manage multiple projects simultaneously. Preferred qualifications include familiarity and experience with the university’s various offices, procedures, and personnel.

To apply: Submit a cover letter of interest, resume, and names and contact information for two references to Dr. Martina Nieswandt (mnieswan@educ.umass.edu).