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 topic areas; 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. /
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 (rhealth@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!
**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: September 4, 2014

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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

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 Nieswan (mnieswan@educ.umass.edu).
**Project Assistantship**
**Department of Teacher Education and Curriculum Studies**
**Children, Families and Schools (CFS) concentration**

A 10 hour/week project assistantship position is available for Fall 2014/Spring 2015. The PA will assist CFS faculty in coordination of scheduling, responding to queries about our programs, supporting a small lecture series, website/blog/twitterfeed development and maintenance and teacher education program work as needed.

**Responsibilities:** coordination of scheduling, supporting a small lecture series, website and other online presence maintenance and development, and teacher education program work as well as organizational and other program work as needed.

**Qualifications:** A qualified candidate will be a senior doctoral student, and should possess excellent organizational and management skills. S/he must be able to work independently. S/he has technology skills necessary to work on website and social media development, presence and maintenance. Motivation to take on various tasks and show initiative are expected. Involvement with the lecture series will involve coordinating speakers and arranging series logistics.

To apply: Send a cover letter, resume and two references to Dr. Sally Galman sally@educ.umass.edu //

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**Is your syllabus ready?**
**Center for Teaching and Faculty Development Syllabus Consultations:**

Your syllabus can be a powerful tool for communicating your passions and intentions, and encouraging an active, meaningful learning experience for students. Is your syllabus ready?

The Center for Teaching & Faculty Development (CTFD) invites you to jump-start your fall semester with a conversation about your course and your course syllabus. Whether you are still working on your syllabus and have questions about course goals, learning outcomes, content, tone, assignments, or statements of responsibilities and course policies, or have a relatively final product about which you would like some feedback, we're here for you.

We have time set aside between **August 11th to September 5th** for individual face-to-face and/or phone consultations with faculty. Just email mshih@acad.umass.edu and our staff will find a time that’s convenient for you.

Mei-Yau Shih, Ph.D.,Associate Director, Center for Teaching & Faculty Development
University of Massachusetts Amherst, 301 Goodell Building, 140 Hicks Way, Amherst, MA 01003
(413) 545-1225
www.umass.edu/ctfd
Teaching at a Teaching-Intensive Institution – Register now

On Friday, October 3rd, the Graduate School Office of Professional Development is co-sponsoring a free off-campus event that will introduce doctoral students and post-docs to faculty careers at teaching-intensive institutions.

This event will provide participants with an opportunity to learn from and network with faculty and deans from a range of teaching-intensive institutions in New England. They will be available to review and offer advice on CVs and cover letters, so bring yours along. In addition, sessions are scheduled on the following topics:

- Work-Life Balance, Teaching-Research Balance
- Regional Comprehensives: Who Are Our Students?
- What You Need to Know About Community Colleges
- If You Build It....: Engaging Your Inner Entrepreneur as a Junior Faculty Member
- Giving Students Feedback
- Adjusting to Teaching at a Community College
- Culturally Inclusive Pedagogy

There will be food, networking opportunities, and more. This event takes place at the Best Western Royal Plaza in Marlborough, MA, on Friday, October 3, 9-3:30. Carpools will leave Amherst at 7, returning at about 5:30. This event is free, but space is limited and registration is required: http://bit.ly/Oct3Teaching

The **College of Education** presents a screening of alumna Dr. Lee Anne Bell’s documentary *40 Years Later: Now Can We Talk?* followed by an open discussion about multicultural education on September 26.

The documentary film project explores the impact of racial integration in the Mississippi Delta through powerful and moving dialogue, with interviews from black and white alumni from the class of 1969. Refreshments will be served and all are welcome for the screening and honest dialogue about race and education today.

**Friday, September 26**
4:00 p.m.
Student Union Ballroom
UMass Amherst campus
No cost to attend
All are welcome to attend

**A Documentary Film and Discussion about Race and Education**
**Friday, September 26**
[www.umass.edu/education](http://www.umass.edu/education)
Research Assistantship
Department of Teacher Education and Curriculum Studies

10 hour/week research assistantship in Community-Based Educational Spaces available Fall 2014.

**Responsibilities include:** This student will assist in conducting literature review of urban youth literacy practices in community-based educational spaces, youth activism, and critical media literacy. S/he will also assist with data archiving, transcribing, and preliminary coding of data. There may be opportunities to write for conference presentations and/or publications, and conduct qualitative analysis.

**Qualifications include:** The ideal candidate will be an advanced doctoral student and have strong writing and research skills, as well as experience thinking and reading about issues related to urban youth literacy practices and community-based education. S/he will participate in biweekly research meetings and occasional site visits to community-based educational spaces in the area.

Applicant must complete CITI training. Please send a letter of interest and your resume to Dr. Keisha Green, Assistant Professor, Secondary English Education, Department of Teacher Education & Curriculum Studies Room 103, Furcolo Hall, University of Massachusetts Amherst, Amherst, MA 01003 (413) 545-1118 klgreen@educ.umass.edu

Activities sponsored by the Graduate School Office of Professional Development (OPD).

Seating is limited, so **pre-registration** is recommended! Thank you!

**Friday, August 22nd** (12:30 – 1:30 pm in Campus Center Room 162)  
*Introduction to Grant Searching*  
This session introduces the basic tools available to UMass graduate students looking for grants, as well as some tips on planning and applying. **Pre-register** to secure a seat: [http://bit.ly/GrantSearchAug22](http://bit.ly/GrantSearchAug22)

**Friday, August 22nd** (2:00 – 3:00 pm in Campus Center Room 162)  
*Introduction to Grant Writing*  
Intended as a follow-up to Intro to Grant Searching, this session will focus on developing a competitive external funding application. We will outline common application elements and provide tips to craft a clear, cohesive proposal. While prior attendance in Intro to Grant Searching is not required, it is assumed that participants will arrive with a basic understanding of how to search for external funding. **Pre-register** to secure a seat: [http://bit.ly/GrantWritingAug22](http://bit.ly/GrantWritingAug22)

**Thursday, August 28th** (1:00 - 2:30 pm in Campus Center Room 804-08)  
*Critical Reading for Critical Writing*  
Much of academic writing emphasizes developing an original argument based upon a synthesis of existing literature—the highest order critical thinking and writing skill. This workshop offers critical reading and writing strategies to make moving toward effective synthesis easier. Though geared toward all graduate student writers, this workshop may be especially helpful for multilingual writers. **Pre-register** to secure a seat: [http://bit.ly/CriticalReadingWriting](http://bit.ly/CriticalReadingWriting)