Type of Appointment: Internship

Application Deadline: Email resume, cover letter and application form to gasearchAISP@umass.edu. To ensure consideration apply by priority date March 27, 2017, however search will remain open until position is filled.

Job Description (No Clerical duties permitted):
Student Bridges Course Component Instructor SRVC LRNG 293/393

Supervisor: Student Bridges Faculty Advisor and Interim Assistant Vice Chancellor, Advocacy, Inclusion and Support Programs or appointed designee

Appointments are for the stated appointment term only and there is no guarantee of appointment renewal.

Student Affairs and Campus Life is committed to providing meaningful assistantship experiences for graduate students, particularly when these experiences enhance SACL priorities and are relevant to the pursuit of a graduate assistant's professional goals. It is within this context that SACL makes this assistantship available.

General Summary:
Fall 2017: Teach 4-credit community-based learning course applying course guidelines to: examine how students' access to quality public education is shaped; introduce students to community service learning; create a learning community; address key course questions; help enrollees become high performing tutor/mentors to middle and high school students from the Holyoke-Springfield area; use this experience to deepen their exploration of educational (in)equality.
Spring 2018: explore pathways and barriers to higher education; students develop a group project to support college access for youth in the Holyoke-Springfield area.

This assistantship provides opportunities to further develop skills in teaching and course/classroom management, group dynamics, academic supervision, community-university partnerships, and effective cross-cultural communication and collaboration.

Required Duties:

2. Ensure students' appropriate community service learning placements, working with Student Bridges' Programmatic Team (Undergraduate & Graduate Programmatic Coordinators, and a Faculty Advisor) and community partners.

3. Attend weekly staff meetings on Monday evenings, planning meetings with Student Bridges tutor-mentor coordinators and Faculty Advisor, semester staff retreats, etc.

4. Attend and help coordinate a day-long orientation for tutor-mentors in the fall and spring semester.

5. Evaluate and document all class sessions; synthesize these evaluations for the Student Bridges annual report.

6. Identify and provide materials for students - including syllabus, required and supplemental reading, and assignments - in a timely manner.

7. Develop and organize weekly lesson plans.

8. Perform additional related duties as required.

Compliance Requirements

Graduate students filling assistantships in Student Affairs and Campus Life (SACL) have specific expectations placed on them as employees of the University of Massachusetts Amherst. Among these is the requirement to fulfill reporting responsibilities as prescribed and required under applicable federal and State laws. These include but may not be limited to requirements under Title IX; Clery Act; FERPA; HIPPA, Massachusetts Conflict of Interest laws. Additionally, this applies to adhering to University policies and agreements (e.g., collective-bargaining agreement).

Fulfilling these expectations include addressing and reporting related violations by students, staff, faculty or others. Related training will be provided to all SACL graduate assistants. These expectations may be amended in conjunction with changes in federal and/or state mandated reporting requirements, and/or university policies or agreements. Graduate students unwilling to meet these requirements are not eligible for appointment to a SACL graduate assistantship.

Experience Required:
1. Enrollment as a graduate student in good standing during entire term of appointment
2. Eligibility for appointment to this assistantship, as determined by the Graduate School
3. Available to serve the entire assistantship term
4. Willingness to perform all mandated compliance reporting and related requirements
5. enrolled in a degree program related to the job duties
6. Demonstrated experience in successful teaching
7. Experience working respectfully with diverse cultures and communities
8. High degree of familiarity with best practices of community-university partnerships & community service learning
9. A contextual understanding of sociopolitical issues affecting underrepresented students in higher education
10. Ability to facilitate group process founded on an analysis of race, class & gender and committed to social change
11. Dedicated to engaging students personally, academically, and intuitively in transformative learning experiences
12. Excellent interpersonal, oral, and written communication skills
13. Ability to effectively multi-task, and work both independently and in a highly collaborative environment
14. Demonstrated creativity, self-initiative, and flexibility in problem-solving
15. Highly motivated and organized, with an astute attention to detail and deadlines
16. Availability to teach whenever this evening course is scheduled (usually Tuesday 7-9PM); and to meet on Monday evenings and at other times

Preferred Qualifications
Academic interests related to: K-12 education; college access and success for underrepresented students; social justice in education; community development; community-university partnerships; educational policy advocacy; or community based learning. Familiarity and a history of collaboration with surrounding communities, particularly Holyoke-Springfield area. Spanish-English bilingual

Additional Information:

Dates of Appointment: From 08/27/17 To 05/26/18

Hours/Wk 20 Stipend $ 25.23

How to Apply: Call In Person Submit Resume

Dept. Name: Student Bridges Contact Person: Colette Nadeau, personnel coordinator

E-Mail contact: cnadeau@umass.edu

Bldg. Address: 321 Berkshire House Phone: 413/545-3604
Advocacy, Inclusion, and support Programs (AISP)
Application for Graduate Assistantship (GA) Position 2017-18

Use this form to apply for GAs* under Advocacy, Inclusion, and Support Programs (Center for Multicultural Advancement and Student Success-CMASS, Center for Women and Community-CWC, Men and Masculinities Center, The Stonewall Center, Student Bridges, Student Veteran Resource Center-SVRC, Upward Bound, Women of Color Leadership Network-WOCLN)

Email application form, resume, and cover letter(s) to GAsearchAISP@umass.edu, GAsearchCMASS@umass.edu or GAsearchCWC@umass.edu as ad instructs. Questions: email Colette Nadeau at cnadeau@umass.edu or 413/545-3604.

Position title(s) of the AISP assistantship you are applying for:

Student Bridges Course Component Instructor

PERSONAL DATA
Legal Name: Last, First, Mi _______________________________________________________________________

Campus/Student/SPIRE ID (required) _______________________________________________________________________

Do you have a student visa? Yes  _  No  _  If Yes: you may work 20 hrs max when enrolled; 40 hrs intersession, summer

Local Address if available: #/Street,POBox,City,State,Zip _______________________________________________________________________

Phone (s) (required)____________________________________________________________________________________

Email (s) (required)____________________________________________________________________________________

Permanent Address if different #/Street,POBox,City,State,Zip _______________________________________________________________________

Have you worked at UMass before? Yes  _  No  _  Employee ID (optional): ________________________________

Have you been appointed as a graduate assistant at UMass before? Yes  _  No  _

ACADEMIC PROGRAM  (Combined credit and work hours over 40 require GPD pre-approval. If a direct correlation between job duties and degree program is not apparent, a GPD memo will be required describing that)

Graduate Program Enrolled In __________________________________________________________________

Graduate Program Director (GPD) __________________________________________________________________

GPD Building/Rm __________________________________________________________________

GPD Phone __________________________________________________________________

Total hrs/wk you will work in other campus jobs __________

Are you an incoming graduate student? Yes  _  No  _

PROFESSIONAL REFERENCES (If not on your resume, list here)

1. Name __________________________ Phone/email __________________________________________________________________

2. Name __________________________ Phone/email __________________________________________________________________

Please answer the following; this information will be used ONLY if or when you are hired.

Do you have a Work Study Award?  Amount_________________________ None________

Do you, or, will you, work elsewhere on campus? Yes  _  No:____ (all pay is combined into one check.)