University of Massachusetts Amherst
On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Internship

Application Deadline: March 26, 2018

Job Description (No Clerical duties permitted):
- Plan and facilitate America Reads Extended Training Workshops (ETW) and Overview Training Sessions at Five Colleges.
- With Faculty Advisor, coordinate staff for ETW.
- Ensure supplies for all trainings are purchased and available on site.
- Attend monthly meetings of Steering Committee, take notes and submit minutes to committee.
- Report to Committee with necessary literature or reports on trainings.
- Respond to emails from tutors and site/college staff.
- Manage training records in database and send reminders about trainings to tutors.
- Prepare and distribute site and tutor surveys.
- Compile yearly site and tutor evaluations.
- Write bi-annual newsletter and distribute to tutors.
- Create and update training materials when necessary.
- Update ETW packets in collaboration with faculty consultant.
- Maintain/update position/training duties manual.
- Supervise undergraduate work-study assistant in supporting tasks above.

Experience Required:
- Ability to communicate effectively with a diverse population of staff, students and community.
- Willingness to work evenings and weekends for scheduled trainings and workshops.
- Demonstrated ability to facilitate trainings and information sessions.
- Experience working in public schools.
- Strong interpersonal & organizational skills.
- Strong proficiency with Google Docs, Sheets and Forms.

Additional Information:
Experience Preferred:
- Knowledge of local public schools.
- Strong background in literacy instruction.
• Experience working with K-6 English Language Learners.
• Preference given to individuals certified to teach K-6th Grade.
• Experience running workshops for young adults.
• Transportation must be available.

Dates of Appointment: From 09/02/18 To 05/25/19

Hours/Wk 10    Stipend $ 25.23

How to Apply: Submit Resume

Dept. Name: Financial Aid Services/Five Colleges Inc.

Contact: Suzanne Schilling

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