JOB DESCRIPTION:
Project Assistant
Coordinator, Graduate Writing
Graduate School Office of Professional Development

Department: Graduate School
Reports to: Assistant Director, Office of Professional Development
Hours: 20 per week
GEO Eligible

Duties:

• Under the supervision of an Assistant Director in the Office of Professional Development (OPD), develops and maintains programs to support graduate student writing, in collaboration with key campus partners.
• Researches best practices, develops and leads workshops, and archives presentation materials for future OPD use.
• Coordinates and leads Dissertation Writing Retreats in collaboration with the University Writing Center and an OPD Assistant Director.
• Collaborates with campus partners (such as the libraries, Writing Center, etc.)
• Helps maintain participant and event databases.
• Additional duties as assigned.

Experience/Skills:

• Training in the successful teaching of academic writing; experience working with multilingual writers preferred; outstanding English writing and editing skills.
• Experience in event planning and program coordination preferred; ability to do thorough independent research and reporting; ability to multi-task.
• Good interpersonal communication skills for dealing with a diverse student population. Experience working in an individual consultation setting as well as with groups of various sizes. Poise, confidence, and enthusiasm in presenting to groups of students and faculty.
• Comfortable working independently and as part of a team consisting of senior administrators, staff, graduate students, and undergraduate students.
• Flexible schedule required; willingness to work occasional weekends and evenings.

Dates of Appointment: 9/2/18 – 5/25/19 (plus, minimal summer hours to shadow a dissertation writing retreat)

Hours/Wk: 20

How to Apply:
Please email a cover letter and CV to opd@grad.umass.edu. Beginning April 17, 2018, applications will be reviewed until the position is filled.