University of Massachusetts, Amherst

On Campus Graduate Assistantship Vacancy Notice

Title: Graduate Project Assistant
Department: Human Resource - Labor/Management Workplace Education
Program: Auxiliary Enterprises Career Ladder Program
Supervisor: Sonia Lindop

A. General Statement of Duties

The University of Massachusetts Labor/Management Workplace Education program is a joint educational partnership among the University (Division of Human Resources), AFSCME, USA/MTA, and PSU/MTA.

Project work involves development of on-campus design, implementation and evaluation of a career ladder model, developed by LMWE’s Auxiliary Enterprises Career Ladder Program. Project work involves the revision of the organizational structure and creation of tools to facilitate promotion, as well as the design and delivery of participatory workforce development courses tailored to the needs of Auxiliary Enterprises workforce.

The Project Assistant is responsible for assisting in the development of the project’s various components and will assist in all aspects of the project as described above.

The PA will assist in the following tasks:

1. Assist in the research, design and delivery of the tailored courses
2. Assist in design of a Dining Services Career Ladder
3. Assist in the design and implementation of evaluative tools that facilitate promotion
4. Participate in all aspects of the monitoring and evaluation project as appropriate
5. Participate in LMWE project meetings
6. Other duties as assigned.

B. Minimum Qualifications:

1. Knowledge/experience in teaching adult populations.
2. Knowledge/ experience with participatory adult education techniques.
4. Ability to present gathered knowledge in a compelling format.
5. Data management, communication, and organization skills are essential.
6. Knowledge of data analysis software and basic computer skills (word-processing, spreadsheets, and databases) is required.
7. Ability to communicate effectively at the workplace with managers, blue-collar workers and union representatives.
8. High level of personal responsibility.
9. Ability to adhere to deadlines and work as part of a team.
10. Ability to engage in a participatory program approach.
11. Familiarity with adult education philosophy and practices.
12. Ability to speak Nepali, Vietnamese, Mandarin is a plus.

C. Employment date and compensation

- Dates of Appointment: as soon as possible
- 15hrs/week
- Standard Graduate Employee Organization (GEO) benefits.

Please submit your resume and the name of one reference to:

Valerie Alexander, Labor Management Workplace Education,
Email: valexand@admin.umass.edu
phone: 413 545 6263.

Deadline of Application: Open until filled.