



DEPARTMENT OF EDUCATIONAL LEADERSHIP

Graduate Assistantship
2017-2019

The Department of Educational Leadership (EDLR) is one of three academic departments in the Neag School of Education. In effort to inspire and cultivate innovative leaders of positive change, the department offers a variety of academic programs that empower students as active agents in their own learning as well as facilitate a nurturing educational environment to support them.

This is a full-time graduate assistant position to provide support to students, and the staff and faculty who work with them as part of Department of Educational Leadership. EDLR is home to both undergraduate and graduate academic programs, as well as continuing professional education and the Center for Policy Analysis (CEPA). In this position, the EDLR graduate assistant will work with EDLR faculty and staff to develop and deliver professional development opportunities for students studying in the department. Through the offering of student programming and professional development, EDLR seeks to develop supportive spaces to facilitate the enhancement of knowledge and skills for its undergraduate and graduate students. The EDLR graduate assistant will be responsible for organizing the work tasks associated with developing and delivering professional development opportunities, as well as developing and supporting the capacity for community building among graduate students studying in EDLR.

Job Characteristics and Responsibilities

The HESA graduate assistant for EDLR will report directly to Jennifer McGarry and be primarily responsible will include:

Educational Role

EDLR Department level student development (approximately 10 hours per week)

- Working as part of a larger team to contribute to the development of opportunities for students studying in the department of Educational Leadership. This may include programming for students, with particular attention to the following;
 - Developing and delivering professional development, programming, and training opportunities for students across a variety of topics including, but not limited to, higher education, student affairs, sport management,

educational leadership, educational policy, diversity, inclusion, and social justice.

- Working with team to identify professional development opportunities for students and creating a bank of professional development resources that exist at the University of Connecticut.
- Acting as a liaison between EDLR and The Graduate School, as a way to offer synergistic programming opportunities for students in EDLR
- Engaging with students across EDLR programs to gain feedback and input for EDLR-wide programming and future opportunities.
- Meeting with graduate students in small groups and individually to discuss professional development that are academic program or degree specific.
- Attending on-campus and off-campus events as they relate to student and professional development.

HESA-specific student development (approximately 5 hours per week)

- Developing and delivering graduate student development opportunities specifically for students in the Higher Education and Student Affairs (HESA) program
- Helping to plan student orientations and retreats for HESA students
- Acting as liaison from HESA program staff and faculty to student and staff development team in effort to communicate needs of HESA students
- Oversee housing, transportation, and catering for HESA Interview Day candidates. This includes, but is not limited to working directly with UConn programs such as Community Outreach, Residential Life, Off-Campus Student Services, and UConn Catering/Dining Services. This specific responsibility requires close collaboration with HESA program's GA.

Research (approximately 5 hours per week)

- Engaging in research around best practice for student development as a way to inform work of the student and staff development team
 - Completing CITI training (online) to become Co-Principle Investigator on research
 - Conducts and assists with interviews as needed.
 - Assists with transcription of all interviews.
 - Assists with coding and analysis of data.
- Monitoring training requirements for EDLR students.

In addition to the above responsibilities, the graduate assistant will also be responsible for the following:

- Attending monthly meeting EDLR faculty meetings and individual meetings with the EDLR staff and faculty as needed.

- Communicating, both verbal and written, with EDLR, Neag School of Education and other UConn departments involved in program delivery.
- Other duties assigned by the Educational Leadership GA site supervisor(s).

This Graduate Assistantship is a full-time position, 20 hours per week. This is a two-year assistantship pending a satisfactory performance after the first year.