

GRADUATE ASSISTANT

POSITION: Salem-Keizer Collaborative Research Assistant
SUPERVISING DEPARTMENT: College of Education, Dean's Office

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited institution
- Fully admitted graduate student in a program at Western Oregon University.
- Strong written and verbal communication skills
- Keen observer of classroom practice
- Ability to work independently with little supervision; be conscientious and reliable, with an aptitude for creative problem solving; and an attitude of mutual respect and collegiality
- Prior experience as a classroom teacher.
- Ability to pass a Salem-Keizer volunteer background check.
- Ability to attend off-campus meetings and to regularly collect data in schools and classrooms in the Salem area.

PREFERRED QUALIFICATIONS:

- 1) Able to work independently and as part of a team.
- 2) Capable of coordinating efforts and collaborate with team members.
- 3) Conscientious, patient, and reliable.
- 4) Excellent interpersonal skills in support of advising and coordinating activities.
- 5) Experience with education research, data collection, and classroom observation.
- 6) Ability to set priorities and manage multiple activities.
- 7) Able to produce detailed work with high degree of accuracy.

*** Acceptance into a WOU full -time, approved graduate student program is a condition of employment. The following documents are required prior to hire: Unofficial copy of currently enrolled WOU courses and Copy of the completed GTA Approval Request form.*

Re-appointment must be determined upon continuous enrollment in the graduate program, performance evaluation, as well as student academic standing.

DUTIES AND RESPONSIBILITIES:



Under the direction of the Dean of the College of Education, this Graduate Assistant will support the Salem-Keizer Collaborative and associated research projects emanating from this group including activities and responsibilities such as:

- Participation in monthly Salem-Keizer Collaborative meetings at the Salem-Keizer School District office.
- Weekly data collection in Salem-Keizer schools and classrooms.
- Monitoring and communicating compliance with data collection protocols.
- Interface with Salem-Keizer school district personnel and other colleges and universities also associated with Collaborative research projects.
- Other duties as assigned and appropriate to service of the BTS program.

HOURS:

Typically the Graduate Assistant is expected to work the following hours

- Monday thru Friday, with a requirement of 19.6 hours per week (.49 FTE). Shifts may be adjusted in response to periodic need. Office space in the Richard Woodcock Education Center will be provided.