

GRADUATE ASSISTANT

POSITION: Bilingual Teacher Scholars

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
- 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
- Capable of using technological tools such as Excel and basic desktop publishing.

PREFERRED QUALIFICATIONS:

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

*** Acceptance into a WOU full-time, approved graduate student program is a condition of employment.*

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 and the Bilingual Teacher Scholars faculty program coordinator, this Graduate Assistant will support all aspects of the Bilingual Teacher Scholars program including:

- Build and maintain a database for all Bilingual Teacher Scholars (BTS) at Western Oregon University.
- Build and maintain a database for all BTS partners from school districts, community colleges, and other education agencies.

- Assist with BTS programming including advertising, communicating with relevant participants, and organizing the space and support including technology, catering, and other details, as necessary.
- Assist with tracking and compliance related to the continuation of the BTS program.
- Assist with data gathering and research projects associated with the BTS program in collaboration with the COE Dean and/or the BTS faculty program coordinator.
- 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 through Friday, with a requirement of 10-19.6 hours per week (.25-.49 FTE). Shifts may be adjusted in response to periodic needs. Office space in the Richard Woodcock Education Center will be provided.