OPEN POSITION: GRADUATE ASSISTANTSHIP POSITION

Position Requirements: Full-time 1.0 Graduate Assistant (GA) needed for the Educational Leadership and Policy Studies Department

Work Commitment: 1.0 (full-time) GA is required to work 20 hours per week under the direction of the Supervisor.

Pay and Benefits: This 1.0 GA position receives tuition waiver and stipend. 2015/16 academic year tuition waiver benefit is $28,776 = 24 credit hours (appointment is for Fall, Winter and Spring quarters) and a minimum stipend of $16,000 (paid monthly). Note: If you receive an assistantship, Dean’s Scholarship award will be reduced by the amount of the assistantship tuition waiver.

Supervising Faculty: Kristina A. Hesbol, Assistant Professor

JOB DUTIES:
The graduate assistantship is a position charged with supporting faculty productivity and excellence in research, teaching, and service. As such, all responsibilities and tasks should generally be linked to outcomes associated with the faculty member’s success as a scholar. In addition, the graduate assistantship is an opportunity for doctoral students to become socialized into the work of academe while further developing and refining their skills in research, teaching, and academic engagement. Primary responsibilities include support such as updating, managing, and maintaining literature, data collection, data analysis, writing research reports, research, and personnel files, research/project support such as literature reviews, data collection, data analysis, and synthesizing data and writing research reports and grant proposals, instructional support such as managing online instructional software (i.e., Canvas), preparing materials for class, other tasks as assigned, such as proofreading research manuscripts, data transcription, as well as general ELPS program planning support. This graduate assistant will have support for significant publication and presentation opportunities at the national level.

This graduate assistantship will also support the faculty member, who is a Senior Research Fellow for the Carnegie Project on the Education Doctorate, in research related to the professional education doctorate. This will include application of previous requirements applied to local data collection and analysis of surveys from EdD students and faculty relative to the University of Denver’s engagement as a CPED member institution.
Additional specific roles and responsibilities, including required knowledge, quantity and quality of work; specific supervisor will provide norms for communication/interpersonal relations.

**Required Qualifications:**

**Education:** Preference will be given to ELPS PhD students.

**Special Knowledge, Skills, and Abilities:** Updating, managing, and maintaining literature, data collection, data analysis, writing research reports, research, and personnel files, research/project support such as literature reviews, data collection, data analysis, and synthesizing data and writing research reports and grant proposals

**TO APPLY:** Send an email with professional letter of application and your resume or CV to: kristina.hesbol@du.edu

**Deadline to Apply:** Applications are being reviewed for academic year 2015/16 appointment. Fall 2015 quarter starts Monday, September 14, 2015. Applications will be considered until the position is filled. Interviews may be conducted in person or via Skype for out of town students.

**Additional Information:** You may be expected to work during all weeks the University is open. All work hours and schedules will be coordinated and agreed upon with the Supervisor. Please see the 2014/15 Graduate Assistant Handbook for further information.