OPEN POSITION: GRADUATE ASSISTANTSHIP POSITION

Position Requirements: Full-time 1.0 Graduate Assistant (GA) needed for the Institute for the Development of Gifted Education (IDGE) and Curriculum Studies and Teaching (CST)

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 $14,500 (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: Dr. Norma Hafenstein, Director, Ricks Endowed Chair for Gifted Education and Clinical Professor, Curriculum Studies and Teaching

JOB DUTIES:
This position is responsible for the coordination, collection, analysis, and interpretation of data for multiple projects. Projects include primarily a mixed-method, formative program evaluation research project on the education doctorate in CST with a specialization in gifted education, a qualitative research project on the history of the Ricks Center for Gifted Children, and an investigation of curriculum effectiveness of the thematic integrated units produced by the Institute for the Development of Gifted Education (IDGE). This position is also responsible for coordinating and executing various roles in other research projects, conference planning and presentations, grant writing, manuscript preparation, clerical and support duties and collaboration with faculty, staff and students at MCE.

Required Qualifications:
Education: Preference will be given to doctoral candidates in their second or third year at MCE.

Special Knowledge, Skills, and Abilities: Excellent communication and interpersonal skills; strong background in education and knowledge of educational research, quantitative and qualitative methodologies; strong writing and editing skills; demonstrated abilities in collaboration and communication; and flexibility in response to changing circumstances.
TO APPLY: Send an email with professional letter of application, a short writing sample demonstrating skills in research writing and your resume or CV to: norma.hafenstein@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.