OPEN POSITION: GRADUATE ASSISTANTSHIP POSITION

Position Requirements: Half-time .5 Graduate Assistant (GA) needed for CFSP Intervention Courses

Work Commitment: .5 (half-time) GA is required to work 10 hours per week under the direction of the Supervisor.

Pay and Benefits: This .5 GA position receives tuition waiver and stipend. 2015/16 academic year tuition waiver benefit is $14,388 = 12 credit hours (appointment is for Fall, Winter and Spring quarters) and a minimum stipend of $7,250 (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: Gloria Miller, PhD

JOB DUTIES:

Responsible for lab assessment practice, report reading, video and audio tape review, working collaboratively with instructor.

The Graduate Assistant for the Intervention courses is responsible for the following:

- Assessment and Intervention:
  - Develop lesson plans and class activities—collaborate with course instructor
  - Monitor students’ progression of skills during lab hours and throughout each quarter
  - Provide assistance outside of class time as needed
  - Provide written and oral feedback to student’s on assignments including comprehensive psycho-educational reports (integration & interpretation of assessment results, recommendations, and conventions)
  - Adhere to strict timeline to finish first read of assignments & reports prior to passing on to course instructor
  - Review videos and provide written and oral feedback to students about skills
  - Prepare class materials as needed
  - Monitor students’ professional development
  - Communicate frequently with course instructor regarding student progress and curriculum implementation
  - Participate in end-of-year student review
  - Other duties as assigned
Required Qualifications:

Education: Must have successfully completed the CFSP assessment series.

Special Knowledge, Skills, and Abilities:
- Highly organized
- Professional demeanor
- Initiates tasks without being told
- Uses sound judgment to function independently or to consult with course instructor when needed
- Thorough working knowledge of all assessments and interventions covered in class
- Strong leadership skills
- Excellent attention to detail
- Feedback style conducive to student learning
- Strong communication skills
- Ability to teach to a variety of learning styles

TO APPLY: One page letter of intent to CFSP faculty. Please send application materials to:
Gloria.miller@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.