

2009-2010 GRADUATE ASSISTANT POSITIONS

Supervisor	Type	School/Area	Dept.	Description of Position	Requirements	Term
Mary Byrne Associate Professor #1	Faculty Research Asst.	Human Services	Social Work	<ul style="list-style-type: none"> • Will assist in preparing for School's re-accreditation and site visit • Will assist in data entry and analysis • Will assist in preparing exhibit forms and site visit displays • Will assist in providing research annotation to support curriculum emphasis and innovation • Will assist in web-based access and operations, including distribution of materials, information • Will interact with field education sites 	<ul style="list-style-type: none"> • Familiarity with Microsoft Office and SPSS • Ability to work well in a team with shared resources • Ability to work a predictable schedule • Ability to manage mature responsibilities 	Both
Mary-Lou Breitborde Associate Dean #2	Admin. Program Asst.	Human Services	Education	<ul style="list-style-type: none"> • Assist with Ford & Salem State Together (FASST), which provides college exposure and enrichment education to students of our lab school, The Robert L. Ford School in Lynn • Will assist in the scheduling of activities, location of space, helping recruit SSC student and faculty participants and working with Ford staff to monitor the children and conduct a semester evaluation of project 	<ul style="list-style-type: none"> • Excellent organizational skills and attention to detail • Excellent oral communication skills • Experience working with children, especially children of various cultural and linguistic backgrounds • Experience in organizing programs and supervising staff 	Both
Mary-Lou Breitborde Associate Dean #3	Faculty Research Asst.	Human Services	Education	<ul style="list-style-type: none"> • Will assist with data collection projects related to the effectiveness of Salem State College's educator preparation programs • Will assist in research on Salem State College teacher retention project • Will assist SEAS Assessment Coordinator in running, customizing, assembling and disseminating reports requested by faculty and administrators • Will learn ways to transform data into useful information 	<ul style="list-style-type: none"> • Be attentive to detail • Have basic knowledge of research methods using SPSS or similar statistical software • Have basic knowledge of Microsoft Word, Access, FileMaker Pro or similar software • Have knowledge of field of education or social services • Good working skills 	Both

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Mary-Lou Breitborde Associate Dean #4	Academic Program Asst.	Human Services	Education	<ul style="list-style-type: none"> Will offer general administrative support to the Salem State College's Teacher Test Preparation Center, including answering inquiries, providing referrals, preparing and organizing materials and assisting with tutoring. Will work under the supervision of MTEL Test Prep Coordinator Will offer support to enhance student writing skills in preparation for the MTEL Communication and Literacy Test Will provide small-group ongoing workshops on specific writing skills, including mechanics 	<ul style="list-style-type: none"> Undergraduate major, minor or significant preparation in English with at least a 3.0 GPA Excellent writing skills Experience tutoring or teaching Experience or interest in assessment 	Both
Francesca Pomerantz & Michelle Pierce Associate Professors #5	Bushner Graduate Asst.	Human Services	Education	<ul style="list-style-type: none"> Assist with Massachusetts Children's Book Award Assist with content, design and editing of the SELECT newsletter Reading research related topics Work with summer reading clinic, children's literature and related tasks as needed 	<ul style="list-style-type: none"> Expertise in children's literature acquired through education, teaching or research in the field High level of organizational skills Flexible availability Excellent oral and verbal skills Excellent editing skills Ability to work at a high level with minimal supervision 	Both
Cheryl Vincent Assistant Professor #6	Academic Program Asst.	Human Services	Nursing	<ul style="list-style-type: none"> Will assist with recruitment and matching of student tutors and tutees Will train student tutors Will assist with website development, data collection, program assessment, analysis and reports of tutoring results for faculty meetings 	<ul style="list-style-type: none"> Excellent computer skills Excellent communication skills Understanding of teaching and learning methods Excellent problem-solving skills Ability to work with groups 	Both

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Beverly Gerson Director #7	Academic Program Asst.	Human Services	Preschool Program	<ul style="list-style-type: none"> • Will work w/children in the area of studio arts • Will document children's progress using a variety of observation and assessment tools • Will organize materials to help children make thoughtful decisions about the media • Will assist with classroom design and how it influences behavior • Will help organize an aesthetically prepared environment • Will assist with documentation of children's work-in-progress • Will design and prepare the documentation panels 	<ul style="list-style-type: none"> • Studio art skills which may include drawing, painting, sculpting, and working with clay • Previous preschool teaching experience desirable, but not required • Prior experience or knowledge of the Reggio Curriculum Approach or high interest in developing an understanding • Understanding and prior use of a variety of observation and assessment tools in Early Childhood Education 	Both
Mary-Lou Breitborde/ Kevin Fahey Associate Dean/ Associate Professor #8	Faculty Research Asst.	Human Services	Education	<ul style="list-style-type: none"> • Under guidance of Kevin Fahey: • Will assist educational leadership programs, in particular the TILE cohorts, to document and assess extent to which programs affect student learning • Will assist in gathering data to help determine how TILE program influences student learning • Will compile and transcribe field notes • Will assist with administering national UCEA survey • Using qualitative and quantitative methods, will assist in assessing and documenting changed practice 	<ul style="list-style-type: none"> • Excellent quantitative skills • Excellent writing skills • Experience with research • Excellent organizational skills 	Both
Anne DeFelippo Assistant Professor #9	Faculty Research Asst.	Human Services	Nursing	<ul style="list-style-type: none"> • Will assist in doctoral dissertation research • Will collect and enter data for study on "Faculty Vitality" • Will assist with obtaining references and updating bibliography 	<ul style="list-style-type: none"> • Excellent quantitative skills • Excellent writing skills • Experience with research • Excellent organizational skills 	Both

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K. Brewer Doran, Dean #10	Faculty Research Asst.	Business	Dean's Office	<ul style="list-style-type: none"> Will assist faculty in Bertolon School of Business with research projects, under the supervision of the Dean or her assistant Will conduct literature reviews, help with grant writing, data collection, coding and analysis 	<ul style="list-style-type: none"> Library and online data access skills Word processing and Excel Strong writing skills 	Both
K. Brewer Doran, Dean, and BSB Strategic Planning Committee Chair #11	Academic Program Asst.	Business	Dean's Office	<ul style="list-style-type: none"> Will provide support for AACSB accreditation Will do data collection and analysis Will work with faculty committees Will assist in compiling progress reports 	<ul style="list-style-type: none"> Excellent oral and written skills Strong organizational skills Experience with databases 	Both
K. Brewer Doran, Dean #12	Academic Program Asst.	Business	Dean's Office	<ul style="list-style-type: none"> Will provide assistance to Dean and her staff to improve external communications for the Bertolon School of Business Will develop and design "Making Waves", the B.S.B. news bulleting to distribute to College community and alumni Will assist Dean in developing "6 minute networking" events for alumni Will assist in updating website information Will provide training for faculty updating of Sedona and faculty information pages 	<ul style="list-style-type: none"> Strong writing and interpersonal skills MS Work, MS Publisher (or other desktop publishing software) Strong familiarity with technology especially Office Suite Some knowledge of graphic design or website development helpful but not essential 	Both
Miranda Lam Assistant Professor #13	Faculty Research Asst.	Business	Accounting & Finance	<ul style="list-style-type: none"> Will perform bibliographical research and data collection for research project. Will learn research design and implementation Will conduct online surveys 	<ul style="list-style-type: none"> Familiarity with basic literature search protocol Excellent Excel skills Knowledge of ASSESS and SAS a plus Good command of English 	Both

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Gina Vega Associate Professor #14	Faculty Research Asst.	Business	Management	<ul style="list-style-type: none"> Will perform literature reviews and transcribe qualitative research interviews Will help with the continuing project of developing a college-wide Center for Entrepreneurial Activity and will participate in functions Will assist editor of CASE Journal with organizing incoming cases, distributing for review, preparing documents for distribution through PRIMIS and ecch 	<ul style="list-style-type: none"> Must have a strong sense of organization Experience with qualitative research desirable but not necessary Clear communication skills (written and oral) Interest in small business and entrepreneurship Desire to become involved in the Department of Innovative Research & Activities Comfort with technology is critical 	Both
Nisreen Bahnan Associate Professor #15a	Faculty Research Asst.	Business	Marketing & Decision Sciences	<ul style="list-style-type: none"> Will assist with literature review, theory development, measurement instrument development and data collection for potential empirical journal article that will apply Ajzen and Fishbein's 1980 Theory of Reasoned Action to investigate Consumer Attitudes towards Green Consumption 	<ul style="list-style-type: none"> Must have basic skills pertaining to use of online databases and word-processing Must have some knowledge of statistics (equivalent of ODS 361 and/or ODS 362) Will learn useful research skills such as analyzing data using SPSS and Endnote 	Fall Only
K. Brewer Doran, Dean #15b	Faculty Research Asst.	Business	Dean's Office	<ul style="list-style-type: none"> Will assist faculty in Bertolon School of Business with research projects, under the supervision of the Dean or her assistant Will conduct literature reviews, help with grant writing, data collection, coding and analysis 	<ul style="list-style-type: none"> Library and online data access skills Word processing and Excel Strong writing skills 	Spring Only
Yu Hu Assistant Professor #16	Faculty Research Asst.	Business	Marketing & Decision Sciences	<ul style="list-style-type: none"> Will assist faculty with data collection in field study Will do data coding and input Will assist with literature search and reviews Will assist with preparation of research materials 	<ul style="list-style-type: none"> Good interpersonal and communication skills Background in social work or art preferred Basic knowledge of conducting online library research preferred Ability work independently Knowledge of MS Office 	Both

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Linda Jane Coleman Professor #17	Faculty Research Asst.	Business	Marketing & Decision Sciences	<ul style="list-style-type: none"> Will assist with finalizing two major projects worked on during sabbatical Will do survey computation, editing, formatting, proof reading, typing, bibliography, research, etc. 	<ul style="list-style-type: none"> Good organizational and office management skills Computer competent Experience with survey computation, editing, formatting, proof reading, typing, bibliography, research, etc. Must have strong organizational skills Able to take direction and follow through 	Both
Jeannette Lindholm Associate Professor #18 #19	Academic Program Asst.	Arts & Sciences	English	<ul style="list-style-type: none"> Will tutor students who visit the Writing Center for help with writing Will contribute to the Center by serving as resources for undergraduate tutors, assisting with mailings, record keeping and conferring with Center staff about the work of the Writing Center Through their work in the Center, assistants will be introduced to composition and rhetorical theory, learn practical methods for helping writers improve their skills and become familiar with demands of different rhetorical situations 	<ul style="list-style-type: none"> Students must participate in ENG 807 Writing Center Practicum during Fall 2009 if they have not already taken the course. Students may enroll for credit or may audit the course. If they choose the latter option, time spend in class will count toward the 10 hours per week they devote to their assistantship Should possess strong writing and interpersonal skills Computer skills preferred 	Both
Maura Murray Associate Professor #20 #21	Academic Program Asst.	Arts & Sciences	Math	<ul style="list-style-type: none"> Will work as tutors in the Math Lab Will tutor upper level mathematics courses including Abstract Algebra, Linear Algebra, and Calculus III Will meet on a regular basis with graduate advisor about tutoring techniques and methods 	<ul style="list-style-type: none"> Must have majored in mathematics at the undergraduate level Prior tutoring experience is desired Good communication skills are necessary 	Both

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Patricia Johnston Professor #22	Admin. Program Asst.	Arts & Sciences	Art	<ul style="list-style-type: none"> Organize editorial board meetings Publicize calls for articles and reviews to the college community Request books for review Assist with locating graphic materials Assist with copyright clearances Assist with formatting of manuscripts Proofreading Develop and implement a distribution plan for the magazine Coordinate with College Relations to make sure magazine is sent to key figures Organize Sextant archives Update Sextant website Provide technical and research support for the digitization of the digital library Scan, catalogue and file digital images Help faculty make PowerPoint presentations for teaching with the art collection Conduct bibliographic searches for future acquisitions 	<ul style="list-style-type: none"> Interest in scholarly or trade publishing Interest in visual culture and history Good organizational skills and follow through Good library skills Good literacy skills Basic computer skills and desire to learn how to work with digital imagery 	Both
Supervisor	Type	School/Area	Dept.	Description of Position	Requirements	Term
Brad Austin Assistant Professor #23	Academic Program Asst.	Arts & Sciences	History	<ul style="list-style-type: none"> Will migrate, revise and expand 3 current teacher-resource websites to redesigned History Department website Will evaluate technology, and other requirements on existing web pages Will work with IT to migrate and integrate websites Will review, update and maintain websites, including adding new content, deleting inactive content and testing Will assist graduate faculty and students in use of website for classes, institutes and programs 	<ul style="list-style-type: none"> Excellent communication and interpersonal skills Ability to work independently and cooperatively Knowledge of basic html code, Adobe Dreamweaver, basic ftp protocols, testing technology and software systems Knowledge of basic graphic design and web page design 	Both

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Mary-Jo Grenfell Assistant Professor #24	Admin. Program Asst.	Arts & Sciences	Music	<ul style="list-style-type: none"> • Will provide support to the Music Resource Center (MRC) • Will be responsible for overseeing daily operations of the MRC • Duties will include cataloguing holdings, transferring catalog to web-based format, overseeing undergraduate work-student students in daily operations of the MRC • Will act as Music Department's liaison to SSC Library • Will perform administrative and other duties as needed 	<ul style="list-style-type: none"> • Must be energetic and creative • Ability to problem-solve • Have good interpersonal skills • Work independently and with others • Must be able to lead and be a good manager • Have good time-management skills • Use Microsoft Office & have decent typing skills • Be trustworthy, responsible and reliable 	Both
Patrice Miller Associate Professor #25	Admin. Program Asst.	Arts & Sciences	Psychology	<ul style="list-style-type: none"> • Will maintain and update the program's Practicum and Internship database • Assist in planning for and carrying out program events • Will assist in marketing efforts of the program, including conducting and analyzing student and alumni surveys and will work with staff in the preparation of up-to-date materials • Will help coordinate meetings of the Community Advisory Group and maintain notes and records of each meeting • Will contribute to the development of new programs being developed in the M.S. Program in Counseling & Psychological Services by: conducting literature searches and web searches to help generate up-to-date course proposals, surveying faculty and others about the courses needed, overseeing the process of obtaining feedback on new proposed courses, helping to draft initial proposals and helping to administer surveys necessary to show a program is needed 	<ul style="list-style-type: none"> • Strong computer skills (including Word & Excel) • Background in SPSS and/or previous experience conducting research or administering and analyzing surveys would be a plus • Experience working in the mental health field desired but not required • Familiar with different types of agencies and the fields of therapy, counseling and/or social work 	Both

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Margaret Vaughan Professor #26	Academic Program Asst.	Arts & Sciences	Psychology	<ul style="list-style-type: none"> Will help organize Psychology Department internship program Will review and evaluate site Will help students secure sites Will work with students at sites 	<ul style="list-style-type: none"> Excellent organizational and leadership skills Familiarity with local human services departments a plus Sense of humor 	Both
Amy Everitt Associate Professor #27	Academic Program Asst.	Arts & Sciences	Sport & Movement Science	<ul style="list-style-type: none"> Will assist SFL Department in assessment initiative for program review Will assist in collection of quantitative questionnaires completed by students as well as qualitative responses. Will assist in analyzing over 250 pieces of data 	<ul style="list-style-type: none"> Be highly organized and attentive to detail Be able to analyze data Knowledge of SPSS a plus 	Both
Gregory Carroll Associate Professor #28	Faculty Research Asst.	Arts & Sciences	Interdisciplinary Studies	<ul style="list-style-type: none"> Will conduct research on National Building, Youth, and Peace Building using bibliographic software Will help code videos and transcripts using software packages. This skill will be taught to Graduate Assistant. 	<ul style="list-style-type: none"> Good internet and library research skills Comfortable with ICT (Information & Communication Technologies) Willingness to learn new software packages 	Both
Rod Kessler Professor #29	Admin. Program Asst.	Arts & Sciences	English	<ul style="list-style-type: none"> Will assist in day-to-day managerial challenges of operating a literary magazine Will file and log submissions, manage files, and assist with editorial duties Will participate in editorial meetings Will assist coordinator of creative writing in supporting programs 	<ul style="list-style-type: none"> Preferably a writer who has taken workshop classes and loves writing Ability to use computers for routine filing Have good organizational skills Able to work independently 	Both

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Stephen Young Associate Professor #30	Faculty Research Asst.	Arts & Sciences	Geography	<ul style="list-style-type: none"> Will analyze how global vegetation cover has changed from 1982-2008 using SPOT Vegetation data and GIMMS AVHRR data Will work with Prof. Young on entire process of research to either publish paper together or do conference presentation together May use work to help with thesis as well as giving presentations at Graduate Research Day Will be involved in data gathering and downloading, data manipulation, image analysis and writing up of findings 	<ul style="list-style-type: none"> Be member of GIS Masters program Will train to get started Have interest in the research 	Both
Marcos Luna Assistant Professor #31	Faculty Research Asst.	Arts & Sciences	Geography	<ul style="list-style-type: none"> Will contact municipal and industry officials involved in electrical generation, distribution or administration throughout MA Will perform background literature review and summary, data entry, collection and preparation of Census data and basic GIS data editing and mapping Will learn about energy generation and distribution in MA Will gain experience in survey and interview techniques Will become familiar with both industry census databases as well as demographic census databases Offers the opportunity for co-authorship of published research 	<ul style="list-style-type: none"> Familiar and comfortable working with computers (basic word processing, file management and spreadsheets) and the Internet Must be able to communicate clearly on the phone and in writing Organized and disciplined Familiarity with GIS or statistical analysis software valuable (but not required) Appropriate for those interested in GIS, energy, environmental policy, environmental justice and sustainable development 	Both
Li Li Professor #32	Faculty Research Asst.	Arts & Sciences	History	<ul style="list-style-type: none"> Collect archival materials for research on manuscript on Salem China Trade Digitize information Help communicate with other scholars Help prepare materials for publication Help acquire necessary books in the field 	<ul style="list-style-type: none"> Preferably a Social Sciences student Excellent writing & communication skills Strong computer knowledge An interest in China and Asia Good organizational skills Self-discipline and self-motivation Be very punctual in time management with daytime availability 	Both

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Peter Smolianov Assistant Professor #33	Admin. Program Asst.	Arts & Sciences	Sport & Movement Science	<ul style="list-style-type: none"> Will collect and analyze qualitative and quantitative data related to High Performance Management in sport Will organize and edit collected material for publications and textbook chapters 	<ul style="list-style-type: none"> Graduate degree with emphasis on administration, management, business or sport management related disciplines Qualitative and quantitative research skills Conceptual analysis abilities Strong written communication skills and editing and report preparation skills Ability to work in a team and independently Experience and/or interest in sport management Proficient in MS Office, particular PowerPoint and Word 	Both
Peter Kvetko Assistant Professor #34	Faculty Research Asst.	Arts & Sciences	Music	<ul style="list-style-type: none"> Will assist with project on popular music in Bombay Will organize and archive field materials Will assist in development of presentations and publication, including editing written text, sound clips and video clips Will create index for book manuscript 	<ul style="list-style-type: none"> Familiarity with MS Word and Excel Skill with PowerPoint or Keynote essential Knowledge of music and video editing software such as Audacity, iMovie and iDVD a plus Students with fluency in Hindi or Urdu or with interest in South Asian culture encouraged to apply 	Both
Lucinda Damon-Bach Associate Professor #35	Faculty Research Asst.	Arts & Sciences	English	<ul style="list-style-type: none"> Will help continue research on long-term NEH Fellowship on first chronological biography of Catharine Maria Sedgwick Will order Inter-Library Loan materials Will track and organize documents and maintain files 	<ul style="list-style-type: none"> Interest in 19th-century American literature and history a plus Ability to work independently and in close cooperation with Supervisor Availability to go to Mass Historical Society with Supervisor to work on primary documents a plus 	Both

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Marc Boots-Ebenfield Director #36	Admin. Program Asst.	Academic Affairs	Center for Teaching Innovation	<ul style="list-style-type: none"> Will support Faculty Learning Communities (FLC) project Will coordinate needs of FLC, including scheduling, budget management, drafting and editing report materials Will assist in development and maintenance of web resources Will participate in development and administration of FLC assessment and evaluation tools 	<ul style="list-style-type: none"> Excellent organization and communication skills Understanding of educational measurement theory Proficiency in MS Office, particularly Work and Excel Comfortable with web technologies such as survey and social networking tools 	Both
Mary Mader Director #37	Admin. Program Asst.	Academic Affairs	Grants	<ul style="list-style-type: none"> Will be involved in all aspects of the grants process Will assist in researching funding resources, proposal writing and grant proposal submissions Will serve as liaison with faculty to discuss projects Will provide increased service and support for project planning and proposal writing Will learn about the external funding process for projects and research 	<ul style="list-style-type: none"> Excellent written and oral communications skills Strong organizational skills Strong attention to detail Computer proficiency in MS Work, Excel and internet research preferred Ability to work with and meet deadlines Comfortable initiating new contacts, both internal and external 	Both
Beth Bower Assistant to the President #38	Admin. Program Asst.	President's Office	External Affairs	<ul style="list-style-type: none"> Assist in preparation and tracking of strategic outreach to government officials, community organizations, businesses and non-profit organizations to advance the interests of the College Research and create briefing papers related to External Relations initiatives and opportunities Assist in the maintenance of information on external groups including governmental agencies, community organizations, business and non-profit organizations, and the management of External Affairs contacts Assist in the management of the External Affairs web content 	<ul style="list-style-type: none"> Interest in external relations and community outreach Strong interpersonal, writing and computing skills Ability to work independently and demonstrate attention to detail 	Both

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Donald Ross Director #39	Admin. Program Asst.	Continuing Education	Center for International Education	<ul style="list-style-type: none"> • Will serve as integral member of Graduate Orientation team • Will assist new international graduate students to adapt and adjust to regulations and procedures of SSC • Will mentor and teach graduate, undergraduate and ESL students how to succeed academically, socially and emotionally • May tutor international students • Will serve as Study Abroad facilitator and help recruit students for participation • Will act as initial contact person for students studying abroad • Will prepare statistics about International Students at SSC for Open Doors Program and for CIE's Statistics on International Population • Will be intensively involved in educating students about SEVIS reporting system and in ensuring that system works properly • Will provide guidance and support for International Students Association (ISA) and all its programs, such as dinners, craft fairs, and cultural nights 	<ul style="list-style-type: none"> • Excellent academic credentials • Research skills to prepare statistics reports • Sensitivity and empathy for international students struggling to adapt to new culture • Computer (Excel) and Internet experience and facility • Knowledge of a foreign language • Overseas travel • Pleasant and outgoing personality, ability to converse with variety of people • Attention to detail • Reliability • Ability to get along with people from other countries 	Both
Ali Guvendiren Director/Registrar #40	Admin. Program Asst.	Academic Affairs	Office of Student Records	<ul style="list-style-type: none"> • Will assist Associate Registrar with planning and coordination of 2010-2012 SSC catalog • Will assist staff with updating and proofing all catalog files for print production • Will communicate with academic departments and support offices on issues related to catalog production 	<ul style="list-style-type: none"> • Familiarity with basic principles and practices of higher education • Experience with office work, proofing, editing • Experience with desktop publishing or graphic design software • Experience with InDesign or Quart Express highly desirable • Strong attention to detail • Excellent communication skills • Ability to meet deadlines critical 	Both

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Lisa Bibeau Director #41	Admin. Program Asst.	Executive Vice President's Office	Office for Students with Disabilities	<ul style="list-style-type: none"> • Will be trained on application of assistive technology such as screen readers, voice-recognition software, Braille and other specialized technology • Will work directly with students who need services • Will proctor student exams • Will assist with programming for Disability Awareness Week • Will assist with other office management duties • Will assist in data collection and routine maintenance of data base 	<ul style="list-style-type: none"> • Working knowledge of MS Word, Excel and PowerPoint • Willingness to work directly with students in diverse environments • Understanding of and willingness to work with confidential material • Eagerness to learn new assistive technologies 	Both
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Christine Sullivan Director #42	Admin. Program Asst.	Student Life	Career Services	<ul style="list-style-type: none"> • Assist with internship program, including orientations for undergraduates and internship development utilizing databases and cold calls • Interact with employees regarding questions about internship requirements • Update and enter listings into on-line database 	<ul style="list-style-type: none"> • Strong interpersonal skills • Ability to work effectively in a team environment • Computer literate • Comfortable conducting research and utilizing databases 	Both

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Lee Brossoit Program Coordinator #43	Admin. Program Asst.	School of Graduate Studies	School of Graduate Studies	<ul style="list-style-type: none"> • Assist coordinator with managing M.Ed. Higher Education-Student Affairs program • Assist with creation, publication and distribution of program newsletter • Create marketing initiatives to support program • Assist with development of presentation materials utilizing PowerPoint • Provide data entry in Notes Citation software for book donation process • Monitor book donation program and follow up on inquiries into that program • Assist coordinator with survey disseminations and data collection • Assist with report writing and proposal writing • Assist with development and maintenance of computer databases and report formats • Assist with research initiatives of Coordinator and faculty members • Prepare reports including graphics, spreadsheets, charts and written summaries • Assist Coordinator to identify and procure journal articles, book chapters, white papers, microfiche documents and professional presentations related to research projects and course topic areas • Assist in presentations regarding program at regional conferences 	<ul style="list-style-type: none"> • Knowledge of student affairs theory, practices and competencies • Proficiency in computer technologies • Proficiency in Microsoft Word, Excel, PowerPoint, Access, SPSS and database system • Excellent verbal and written communication skills • Interpersonal skills necessary to perform in multicultural environment • Excellent organizational, analytical and problem- solving skills • Ability to show initiative and work independently without direct supervision 	Both

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Janet Lundstrom Director #44	Admin. Program Asst.	School of Graduate Studies	School of Graduate Studies	<ul style="list-style-type: none"> • Assist with publication of Graduate Voice and other publications which highlight faculty & student professional achievements, research, presentations and publications • Opportunity to write, edit & assist in publication, layout, design & distribution • Conduct searches on grant & research opportunities for graduate students 	<ul style="list-style-type: none"> • Ability to organize and follow through • Ability to work independently and meet deadlines • Ability to conduct web-based and electronic research • Ability to work efficiently and effectively with college community • Possess excellent writing & editing skills • Interest in working on publications 	Both
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A. Thomas Billings #45	Faculty Research Assistant	Human Services	Education	<ul style="list-style-type: none"> • Willingness to work with Chief Action Research Coordinator for Comprehensive Secondary School Redesign project(s). • Willingness to travel to Plymouth, MA for “hands” on engagement work. • Under guidance of Graduate Assistant supervisor, will assist in designing template, collecting and analyzing data, performing cross analysis, and compiling findings. • Graduate Assistant will be listed as major contributor to all publications. 	<ul style="list-style-type: none"> • General interest in Secondary Education • Strong computer skills • Ability to analyze data 	Both