

Graduate School

Graduate Assistantship Opportunities

2021-2022 Academic Year

Graduate Academic Program Placements			
Position Description	Preferred Qualifications	Required Work Hours	Assistantship Benefits
<p>Part-Time Graduate Assistant – Master of Science in Accounting Program Graduate Assistant works as a tutor for the undergraduate accounting classes. Responsibilities include: 1) holding weekly drop-in office hours for tutoring, 2) offering a 1-hour review session each week for the ACCT 0104 Principles of Accounting I classes, and 3) offering a 1-hour review session each week for the ACCT 0105 Principles of Accounting II classes. The Graduate Assistant should be prepared to tutor in each of the undergraduate accounting concentration courses. Mentor: Dr. Erin Moore, Department Chair</p>	<p>Successful completion of all undergraduate Accounting concentration courses.</p>	<p>7 ½ hours per week when classes are in session; specific hours will be negotiated</p>	<p>A stipend of \$1100 per term (Fall and Spring), and six* (6) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits <u>per academic year.</u></i></p>
<p>Part-Time Graduate Assistant – Education Department Aid in organization, planning, and implementation of field placements; support aspects of the program’s advising documentation system; assist with administrative functions of the field placement process; other administrative functions. Mentor: Dr. Megan Kennedy, Department Chair</p>	<p>Dependable, punctual, ability to prioritize, communicates effectively orally and in writing, respectful and courteous, completes assigned work on time and with high quality, develops and maintains professional relationships, demonstrates independent thinking, demonstrates collaborative skills needed for group work, exhibits ethical behavior</p>	<p>7 ½ hours per week when classes are in session; specific hours will be negotiated</p>	<p>A stipend of \$1100 per term (Fall and Spring), and six* (6) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits <u>per academic year.</u></i></p>

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<p>Full-Time Graduate Assistant - Interdisciplinary Behavioral Health Collaboration Project Provide administrative assistance to IBHC Project staff, including but not limited to: aid in organization, planning, and implementation of IBHC Project goals; assist in developing and maintaining online platform for virtual modules and webpage; CEU maintenance; application Process; data gathering; data base maintenance; other administrative functions. Mentor: Dr. Nora Padykula, IBHC Project Dir.</p>	<p>Proficient in use of word processing, spreadsheet, and publishing software, comfortable with both PC and Apple systems; experience with online educational platforms; highly motivated, comfortable in a fast-paced team environment; strong verbal and written communication skills.</p>	<p>15 hours per week when classes are in session; specific hours will be negotiated</p>	<p>A stipend of \$2200 per term (Fall and Spring), and up to twelve (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits per academic year.</i></p>
<p>Part-Time Graduate Assistant – Health Sciences Department, Physician Assistant program (2 positions available) Coordinate laboratory set-up; prepare and monitor course manuals; assist with data collection; participate in Health Sciences admissions process including marketing, set-up, information sessions, communication with applicants; assist with market analysis and clinical site development; PowerPoint preparation with correlation to blueprint and ARC-PA standards. Mentor: Jessica Marchesi, HS Faculty</p>	<p>Dependable, punctual, effective oral and written communication skills, ability to multitask, ability to maintain a professional demeanor, ability to follow directions accurately.</p>	<p>7.5 hours per week when classes are in session; specific hours will be negotiated</p>	<p>A stipend of \$1100 per term, and up to six* (6) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits per academic year.</i></p>
<p>Part-Time Graduate Assistant – History Department The individual will report directly to the History Department Chair and indirectly to the Administrative Assistant for the History Department. The Graduate Assistant (GA) is responsible for assisting the department chair in programming and community development for the department's approximately 125 undergraduate majors and minors. The GA may work in association with the department faculty in developing events for the History Department Honor Society (Phi Alpha Theta)</p>	<p>Excellent oral and written communication skills; computer skills (word, google.docs, etc); ability to work independently and administer multiple responsibilities simultaneously; good teamwork and interpersonal skills; experience outside of traditional academic settings is an asset; undergraduate experience with research preferred; a working knowledge of antiracism and equity, diversity and inclusion preferred</p>	<p>7.5/hours a week when classes are in session. Specific hours will be negotiated.</p>	<p>A stipend of \$1100 per term, and up to six* (6) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits per academic year.</i></p>

<p>and the History Club. When appropriate, the GA may provide assistance to department faculty in areas of research. A GA with a background in education may assist with teacher candidates in the History Education program. Mentor: Dr. Nicholas Aieta</p>			
<p>Part-Time Graduate Assistant – Nursing Department Clinical Coordinator Assistant: assist with maintaining accurate database records; assist with clinical placement sites inventory; assist with health standards compliance; organize and disseminate clinical information; coordinate drug testing and other required testing; coordinate evaluations. Teaching Assistant: proctor exams, correct papers, create rubrics, etc. Research Assistant: assist with research, scholarly work and literature searches; collect assessment data; analyze data. Simulation Assistant: run software programs during nursing labs, support lab equipment and supplies; assist faculty/students with lab equipment. General: website maintenance; events; regulatory agency compliance. Mentor: Dr. Marcia Scanlon, Department Chair Nursing</p>	<p>Computer skills, organized and Flexible. Matriculated graduate student at WSU.</p>	<p>7.5/hours a week when classes are in session. Specific hours will be negotiated.</p>	<p>A stipend of \$1100 per term, and up to six* (6) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits <u>per academic year.</u></i></p>
<p>Part-Time Graduate Assistant – Department Psychology (2 openings) Serve as assistant to graduate programs in Psychology, provide summary documentation to support Chair, including student orientation materials, advising scheduling, placement documentation for internship and practicum placements, supervisor contacts and contracts, data collection, editing (e.g. student handbooks). Mentor: Dr. Robert Hayes, Psychology Graduate Program Director</p>	<p>Computer skills, organized and Flexible. Matriculated graduate student at WSU.</p>	<p>7.5/hours a week when classes are in session. Specific hours will be negotiated.</p>	<p>A stipend of \$1100 per term, and up to six* (6) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits <u>per academic year.</u></i></p>

Campus Support Placements

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<p>Part-Time Graduate Assistant – Alumni Relations Support the Senior Annual Giving Coordinator in all aspects of annual giving initiatives including fundraising activities and stewardship, as well as maintaining relationships with alumni, parents and friends of the University. Collaborate with other campus offices to develop content and media for individual and mass solicitations and stewardship pieces that will be distributed via direct mail, crowdfunding, email and social media. Use crowdfunding programs to engage and thank donors. Assist with the planning and executing of our Annual Day of Giving, Give a Hoot. Mentor: Bill Hynes, Major Gift Officer</p>	<p>Professionalism, strong interpersonal and organizational skills, ability to interact effectively with the campus and Westfield State community, excellent writing, proofreading, technical and analytical skills</p>	<p>7.5 hours per week when classes are in session; M-F between 9-5pm; specific hours will be negotiated; possible nights and weekends for additional pay.</p>	<p>A stipend of \$1000 per term (Fall and Spring), and six* (6) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits <u>per academic year.</u></i></p>
<p>Part-Time Graduate Assistant – Office of Teacher Education Technical support to the teacher education office: LiveText management assessment system, data entry and representation, faculty support and training. Mentor: Dr. Enrique Morales-Diaz, Interim Dean of Faculty</p>	<p>Strong work ethic, friendly and outgoing, adaptable, excellent communication skills, assessment skills, technology skills, professional and punctual</p>	<p>7 ½ hours per week when classes are in session; specific hours will be negotiated</p>	<p>A stipend of \$1000 per term (Fall and Spring), and six* (6) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits <u>per academic year.</u></i></p>
<p>Part-Time Graduate Assistant – International Programs Study Abroad Assistant: Provide support for International Programs Office outreach to students interested in domestic and overseas study abroad programs. Become familiar with IPO programs, conduct intake interviews, assist with outreach efforts on campus, assist with</p>	<p>Excellent organizational skills; management skills; writing skills; strong familiarity with campus and community resources; manage IPO social media pages (Facebook, Instagram, Twitter, etc.)</p>	<p>7 ½ hours per week when classes are in session; specific hours will be negotiated</p>	<p>A stipend of \$1000 per term (Fall and Spring), and six* (6) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits <u>per academic year.</u></i></p>

<p>planning and implementation of orientation and informational sessions and other events, serve as advisor to study abroad students, develop and deliver a marketing plan, update social media accounts, attend staff meetings and professional development programs as appropriate. Mentor: Vera Vlasenko, International Student Advisor</p>			
<p>Full-Time Graduate Assistant – Banacos Academic Center Exam Room Assistant: Log in and deliver exams; reformat exams; communicate with professors; proctor exams; read/scribe exams (unbiased), ensuring academic integrity; act as reader for exams (reading directions, questions and answer choices verbatim, without assisting the test-taker in selecting a response); act as scribe when necessary, assisting students with the dexterity and physical mechanics of writing (must write down verbatim what is being dictated); the scribe is responsible for ensuring that the finished exam accurately reflects the words of the student. Mentor: Sarah Lazare, Director</p>	<p>Ability to exercise discretion and maintain confidentiality. Effective communication skills and ease with relating to people from varying educational, cultural, and social backgrounds; professional, dependable and punctual; responsive to email communications; effective time-management and self-management skills; respectful of different learning styles and abilities; ability to follow multi-step directions; clear and accurate handwriting and typing skills; ability to adhere to WSU Code of Conduct and Academic Integrity policies.</p>	<p>15 hours per week when classes are in session; specific hours will be negotiated, M-F 7:30am – 5:00pm</p>	<p>A stipend of \$2000 per term (Fall and Spring), and up to twelve* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>
<p>Full-Time Graduate Assistant – Office of Academic Advising and Transfer Transition Advise students on curriculum course sequence, registration processes, and university resources; advise undeclared students on major exploration and career opportunities; assist with the supervision and training of office peer advisors. Mentor: Nicole West, Interim Director</p>	<p>Previous experience in an academic advising office</p>	<p>15 hours per week when classes are in session; between 9am and 5pm; specific hours will be negotiated</p>	<p>A stipend of \$2000 per term (Fall and Spring), and up to twelve* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>

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<p>Full-Time Graduate Assistant – Banacos Academic Center Disability Services Assistant: Collaborate with students to identify barriers to full participation in the curricular and co-curricular environments and determine appropriate accommodations; review, collect and maintain disability documentation; coordinate the provision of reasonable accommodations; provide consultation, information and resources to students with disabilities, faculty and staff; maintain appropriate records. Mentor: Kaitlin Karetka, Access Advisor</p>	<p>Working knowledge of commonly used assistive technology, strong research and networking skills, strong written and interpersonal communication skills, strong organizational skills, working knowledge of common computer applications.</p>	<p>15 hours per week when classes are in session; at least 3 days per week; specific hours will be negotiated</p>	<p>A stipend of \$2000 per term (Fall and Spring), and up to twelve* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>
<p>Full-Time Graduate Assistant – Urban Education Program Provide academic and college success strategies, skill improvement, college readiness, general guidance, coaching, mentoring, and career exploration support and initiatives; assist Urban Education student leaders in facilitating ways to work through their ideas and goals, and guide them in student development; mentor and support student leaders in planning, organizing, and implementing programs; create promotional materials; increase social media presence; evaluate and assess current programs and services, research models and other gathering activities for program development; provide administrative support such as mailings, program publicity and logistics. Mentor: Robert Thornton, Director</p>	<p>Relevant work experience, comprehensive knowledge and expertise working with students from diverse socioeconomic populations; experience in program and event planning; proficiency in social media, email correspondence and internet research; multicultural competency; strong oral and written communication skills; ability to use discretion, exercise good judgment, and maintain strict confidentiality; ability to work independently with frequent interruptions and shifting priorities; flexibility and adaptability; a desire to work as part of a team; computer proficiency; bachelor's degree in a related field; bilingual English/Spanish preferred but not required</p>	<p>15 hours per week when classes are in session; between 8:30am and 5pm with occasional nights and weekends; specific hours will be negotiated. Additional hours stipend available for summer.</p>	<p>A stipend of \$2000 per term (Fall and Spring), and up to twelve* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>

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<p>Full-Time Graduate Assistant – Historical Journal Light copyediting and/or proofreading of book reviews and articles; fact checking; assist in writing captions; creation of photo essays; subscription management and database management; book review management; mailing out books and working with publishers; research assistant; assist with marketing, publicity and press releases; website and social media; conference displays; attend local history events. Mentor: Dr. Mara Dodge, Department Chair</p>	<p>Outstanding writing, proofreading, and organizational skills; accuracy and attention to detail</p>	<p>15 hours per week when classes are in session; specific hours will be negotiated</p>	<p>A stipend of \$2000 per term (Fall and Spring), and up to twelve* (12) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>
<p>Part-Time Graduate Assistant – Financial Aid Office The role of the Financial Aid Graduate Assistant is to assist in the development and implementation of campus-wide financial aid initiatives. The Graduate Assistant will assist with campus wide events, such as Orientation, Open Houses, and Accepted Student Days. The Graduate Assistant will also be responsible for helping the Financial Aid Office develop financial literacy programs and communication plans to students. The Graduate Assistant will assist students with requirements such as Entrance Counseling, the Master Promissory Note, requesting documents from the IRS, and completing the verification process. Lastly, the Graduate Assistant will assist with general office duties and calling students to ensure they have completed the financial aid process. Mentor: Miguel Maria, Financial Aid</p>	<p>Student must be accepted into a Master's Degree Program at Westfield State. Students should have competency in Microsoft Suite products (including Word, Excel, and PowerPoint) Show a willingness to learn financial aid concepts and processes Student must be able to maintain confidentiality.</p>	<p>7 ½ hours per week when classes are in session; specific hours will be negotiated</p>	<p>A stipend of \$1000 per term (Fall and Spring), and six* (6) credits of tuition per term. Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive five (5) tuition credits per semester. PA students receive 6 tuition credits <u>per academic year.</u></i></p>

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<p>Full-Time Graduate Assistant – Sports Information/Media Relations Assist in game-day event management of press box and scorer’s table, including gathering statistical information using Statcrew software; write press releases, game stories and features; update WSU Athletics website; upload statistical files; create and post social media content; design and produce game programs; produce photo, graphic and video content for the website; Assistant Coach; perform additional duties as assigned by the Athletics Director or Associate Athletics Director. Mentor: David Caspole, Associate Athletics Director</p>	<p>Professionalism, strong interpersonal and organizational skills, ability to interact effectively with the campus community, social media skills, computer/website skills</p>	<p>25 hours per week, some nights weekends</p>	<p>A stipend of \$6500 per year, and up to twelve* (12) credits of tuition per term (fall and spring). Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>
<p>Full-Time Graduate Assistant – Assistant Coach/NCAA Compliance Plan student promotions for athletic events and encourage student involvement; assist in pep rally and midnight madness organization; assist with home game and event management; assist with community service and other events and programs; Assistant Coach for athletics including training programs, practice sessions, games, recruitment, team development, strategy implementation; assist with NCAA compliance; perform additional duties as assigned by the Athletics Director or Associate Athletics Director. Mentor: Nancy Bals, Associate Athletics Director</p>	<p>Collegiate coaching and/or playing experience, recommended CPR/AED, First Aid Certified</p>	<p>25 hours per week, some nights and weekends</p>	<p>A stipend of \$6500 per year, and up to twelve* (12) credits of tuition per term (fall and spring). Students are responsible for registration, education service, practicum, and other fees as appropriate. <i>*MSW students receive ten (10) tuition credits per semester. PA students receive 12 tuition credits <u>per academic year.</u></i></p>