

Education/Skills/Experience

The graduate assistant needs to be enrolled in a graduate-level program in the College of Education and Human Services.

Required skills include: Extensive experience with Microsoft Office suite and the Microsoft Windows operating system. Familiarity with Adobe Acrobat, including merging and editing .PDF files. Familiarity with Google platforms including Drive, Docs, Sheets, Forms, and Slides. Ability to read and write the English language fluently, and to speak in a clear and professional manner both on the phone and in person. Student must show ability to properly secure confidential information and to protect sensitive records. Student must be conscientious to details and timelines, and be able to multitask effectively.

Prior experience related to field placement and state certifications is not required. Prior office environment experience is preferred.

Job Description

The graduate assistant works to aid in all aspects of the Office of Field Placement and State Certification, located in Bierenbaum Fisher Hall, Suite 116.

The field placement component of our office works to place all students, both undergraduate and graduate, into their student teaching experiences and internships. We coordinate placements for approximately 150 student teachers per year, in addition to the placement of students in various other graduate-level CEHS programs. Our office represents Rider University to over 50 partnering school districts, clinical agencies, superintendents, and approximately 200 cooperating teachers per year. We gather documentation from students, coordinate events with partners, and communicate information related to student events, professional development workshops, and other placement needs.

The state certification component of our office works to handle all applicants for College of Education and Human Services students to the New Jersey Department of Education. All students who complete a program at Rider University can be endorsed by our office for certification for up to one year after their completion. Additionally, we regularly complete verification forms and letters for graduating students and alumni. We work closely with the New Jersey Department of Education, and maintain sensitive records related to certification.

The ideal applicant for our graduate assistant position is friendly, personable, and very computer savvy. The GA desk is right at the entrance to our suite, and our GA is often the first individual to speak to each visitor and to help answer their questions. During peak hours, our office receives a lot of phone and email communication, and our GA is again often the primary recipient of these communications. The GA frequently sends large emails to hundreds of students or school partners, and as such spelling and grammar are critical. We use standardized forms and documents for placement requests and confirmations. Accurate spelling is a must for all documentation and communication. The ideal applicant needs to be familiar with the MS Office suite, particularly Word, Excel, and Access. Training on Access can be provided, but job success will hinge on the ability to become comfortable and familiar with the database management software. Familiarity with Canvas, Qualtrics, Adobe Acrobat, and the Google Workspace is also preferred.

Our GA will also attend several professional events, from student teaching orientation and wrap up ceremonies, to professional development workshops. If these events are held on campus, the GA will

assist with setup and cleanup, and be expected to guide students and visiting partners. If these events are held remotely, the GA will assist with setup, scheduling, and related tasks, as needed. The GA will be expected to represent Rider University, our office, and our programs in the best manner possible.

The GA will be required to learn the criminal background check/fingerprinting process that our student teachers must complete prior to beginning their student teaching semester. The GA will be a primary contact for students who are experiencing issues with this process, and may be asked to contact NJ state offices to follow up on individual situations.

The GA may also assist with accreditation related data and reports (CAEP, CACREP), and other special research projects and reports as needed.

The position requires a 12-month commitment, and candidates who will commit to the position for two years, including summer and holiday breaks, are preferred. The hours are typically scheduled approximately 9:00am-2:00pm or 10:00am-3:00pm, Monday - Thursday. Adjustments can be made based on office or class needs.

Contact:

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