POSITION DESCRIPTION FOR
GRADUATE ASSISTANTSHIP WITH EDUCATION DEPARTMENT
EDUCATIONAL TECHNOLOGY PROFESSIONAL DEVELOPMENT

Availability: Summer 2011 – Spring 2012
Positions Available: 1
Status: Applications accepted May 2011 until filled
Contact Info: Name: Dr. Jim Reineke
  Phone: (507) 457-5352
  Location: Gildemeister Hall 201b
  Email: jreineke@winona.edu
Time: 20 hours per week

Required Application Documents: Cover Letter (stating qualifications, experience, and academic interest in educational technology), resume, and 3 professional references (contact information - phone and email information)

QUALIFICATIONS:
1. K-12 teaching experience preferred
2. Extensive experience with educational technology
3. Demonstrate good oral and written communication skills
4. CPR and First-aid training preferred and required within first semester of employment

RESPONSIBILITIES:
1. Work with area teachers and administrators to develop professional development activities in educational technology and education in general
   a. Work with area districts and university faculty to identify professional development topics
   b. Create and/or coordinate professional development activities
2. Assist university faculty as they integrate technology in teacher education courses
   a. Troubleshoot technology problems
   b. Help faculty develop effective uses of technology in their courses
3. Facilitate pre-planned classroom and outdoor activities
4. Teach one section of EFRT 352: Integrating computers into the classroom

COMPENSATION: Compensation is commensurate with WSU Graduate Assistant tuition and salary guidelines.