Availability: Fall 2011 – Spring 2012
Status: Applications accepted March 2011 until filled.
Contact Info:
- Name: Jim Reineke
- Address: Gildemeister Hall 201b
- Phone: (507) 457-5352
- Email: jreineke@winona.edu

Required Application Documents: Cover Letter (stating experiences related to job expectations and personal benefit), resume, and 3 professional references (contact information - phone and email information).

The Rochester Education Department (RED) is requesting a full-time Graduate Assistant Allocation for the 2011-2012 academic year. Justification for continuing this position is based on anticipated demands that will be placed on our department as we work with the University as a whole to begin the implementation phase of the Bush Foundation Teacher Preparation Initiative.

The full-time graduate assistant position currently allocated to our department performs duties in support of the three programs that RED facilitates each year: Undergraduate Education, Graduate Induction Program (GIP), and Teacher Preparation Collaborative (TPC). The continued position will provide support and coordination related to the (re)design of our undergraduate and graduate teacher preparation programs.

More specifically, the anticipated work will include:

- Coordination of Community Planning Events
  - (re)Design Advisory Panel Meetings
  - Cohort of Clinical Sites Meetings (monthly)
- Induction planning and development
  - Serve on the Induction Team
  - Support Induction Research projects
- Coordinate and Support the TPAC Assessment Implementation of our first cohort – Spring 2012
- Assistance with documentation necessary to secure IRB approval
- Completion of paperwork to be submitted to A2C2, Board of Teaching for the following programs:
  - Math Minor (5-8 Math)
  - Science Minor (5-8 Science)
  - Language Arts Minor (5-8 Language Arts)
  - Social Studies Minor (5-8 Social Studies)