Winona State University Graduate Assistant Job Description
Special Education Department

Availability: Fall 2011 – Spring 2012
Status: Applications accepted March 2011 until filled.

Contact Info:
Address: Gildemeister Hall 221
Phone: (507) 457-5535

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)

Department and Program: College of Education, Special Education Department

Supervisor: Special Education Department Chair

Hours: 20 hours per week; may involve some evening and Sunday hours

Qualifications: Bachelor’s degree; pursuing a Master’s degree at Winona State University in an education related field

Competencies: Ability to work well with faculty, staff, students, and children on a professional level; sensitive to the needs of a variety of students, children, and families; familiar with challenges of students with disabilities

Responsibilities:
- Provide supervision and instruction for WSU students at Kids First After School Program at Maplewood Townhomes including:
  - Assuring the safety and well-being of volunteers and children
  - Assuring discipline protocol and center rules are followed by all
  - Monitoring interactions between children and volunteers
  - Referring concerns/questions to WSU coordinator
  - Answering questions from volunteers/parents/children
  - Pairing volunteers with children
  - Providing homework assistance
  - Maintaining attendance sheets for volunteers and children
  - Assuring that student and volunteer information is current
  - Making nametags and filing paperwork
  - Signing out games and equipment
  - Getting supplies and materials for volunteers
  - Distributing snacks and homework rewards
  - Making sure all clean-up tasks are completed
  - Checking windows/doors at closing time

- Assist department faculty by:
  - Covering classes in emergency situations
  - Proctoring exams
  - Proctoring advising quizzes and scheduling advising appointments
  - Assisting with research projects and literature reviews
  - Providing general assistance to faculty including adjunct
  - Assisting department with special projects