Title: **Graduate Student Assistant, Newark Montclair Urban Teacher Residency
Location:  University Hall, Center of Pedagogy, Suite 1160**

**Time:**  20 hours per week

**Job Description:** The Newark Montclair Urban Teacher Residency (NMUTR) is a federally funded grant that prepares teachers for the Newark Public Schools.

*Primary Responsibilities:*

•      The Student Assistant will work closely with the Program Assistant and the NMUTR Director to provide administrative assistance to all aspects of the NMUTR program

•      Assist in planning meetings and special events

•      Prepare and maintain accurate files for program documentation such as agendas, sign-in sheets and evaluations

•      Maintain data base with up-to-date data required for reports and presentations

•      Collaborate with other internal program staff and NMUTR faculty

•      Assist in all details related to special event planning

•      Assist with the development, implementation, facilitation and oversight of NMUTR Core Planning Team

•      Provide accurate and legible communication for the NMUTR with all stakeholders

•      Take and distribute meeting minutes

•      Other duties as assigned by supervisor.

**Qualifications:**
•      Strong oral and written communication skills required

•      Ability to collaborate with faculty & staff as well school teachers and Administration

•      Proficient in Microsoft Office and Google Docs and Sheets

Note: *Must be an enrolled Graduate Student at Montclair State University.*

**Compensation:** $15 per hour/ 20 hour a week commitment required.

**Please email Sonal at** **chauhans@montclair.edu** **with a resume by December 14, 2018 for consideration. Qualified applicants will be interviewed and if successful, begin employment in January 2019.**