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**](mailto: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.**