Part-time, up to 20 hours per week

The Newark Montclair Urban Teacher Residency (NMUTR), housed in Montclair State University’s College of Education and Human Services Center of Pedagogy, is an innovative apprenticeship Master of Arts in teaching program for individuals with a strong interest in urban education. Montclair State University, in partnership with the Newark Public Schools, has been awarded a 5-year federal grant to fund this program. Once graduates of this program complete their time at MSU, they join the UTR @ MSU induction program.

The UTR @ MSU (Urban Teacher Residency at Montclair State University) Induction program supports graduates of the NMUTR, Newark Teacher Project, MSU Noyce Science Teacher Scholars Program, and Woodrow Wilson NJ Teaching Fellows. The Induction program provides coordinated support to new teachers in their first, second, and third year of teaching to help them be successful and effective educators. Currently the induction program supports 80 new teachers working in high needs school districts throughout the state of New Jersey. The majority of these teachers work in Newark Public Schools. The part-time position would provide administrative support for the NMUTR Program Advisor and the UTR @ MSU Induction Coordinator.

The following is a list of representative tasks and assignments that the UTR@MSU Induction Administrative Assistant will be involved in:

* Maintain and organize records, files, and reports
* Develop, post, and distribute the UTR@MSU Induction calendar
* Take minutes at meetings
* Maintain Residency and Induction databases
* Develop and send invitations for events, and track responses
* Manage the NMUTR email inbox
* Coordinate meeting and event logistics including room scheduling, catering, copying, facilities, etc.
* Participate in Induction meetings and events at MSU and in Newark
* Assist in planning and development of special projects and programs
* Prepare Professional Development letters for mentors and teachers

We are looking for an individual with the following qualifications:

* Professional experience in an administrative capacity and ability to work effectively within a complex, fast-paced office environment and successfully prioritize multiple duties as a self-starter.
* Outstanding interpersonal and customer service skills and ability to work collaboratively with other staff members, students, faculty, campus offices, and K-12 partner school personnel.
* Strong organizational skills; detail/results-oriented, and ability to handle multiple projects simultaneously.
* Proficient in Microsoft Office Suite (Word, Access, Excel, and PowerPoint) and Google Suite
* Ability to prepare clear and comprehensive written communications on behalf of the organization: reports, emails, newsletters, etc.
* Associate or Bachelor's degree

**To Apply: Please submit a cover letter and resume to Rhena Jasey-Goodman at** **NMUTRP@MONTCLAIR.EDU** **by May 20, 2019.**