

Title: Graduate Assistant
Office: University Relations and Policy
Reports to: Deputy Chief of Staff for Policy
Location: SUNY System Administration, Albany, NY
Start Date: June 12, 2017 (*Potential end date of October 30, 2017*)
Salary: \$15/hr

Function & Scope:

The Bill & Melinda Gates Foundation has awarded SUNY System Administration a planning grant to engage New York's P-12 teachers in professional networks and leadership opportunities to improve teaching practices and views about the profession. The overarching goals of the project are to 1) build the capacity of SUNY to coordinate high-leverage and promising teacher leadership activities in New York State, and 2) align all of SUNY's existing statewide teacher leadership initiatives under one comprehensive umbrella.

SUNY will establish a comprehensive plan of action to promote teacher leadership and provide high-quality, standards-aligned professional learning experiences for teachers in New York State. More specifically, SUNY will assess its internal capacity to serve as a fiscal sponsor and technical support to teachers in New York seeking to host regional Elevating and Celebrating Effective Teaching and Teachers (ECET²) events; conduct a landscape analysis which explores the use of collective impact among New York's existing teacher networks; convene key stakeholders to discuss ways in which New York can implement recommendations of the TeachNY Advisory Council; and develop and implement a plan to provide leadership and peer learning opportunities to teachers across the state through the New York Teachers Summit.

The project period ends on October 30, 2017, but has the potential to be extended for one or more years with additional grant funding.

Duties:

The graduate assistant will support the project team's successful completion of all planning grant activities within the approved timeline and budget. More specifically, this individual will engage in duties related to the following activities:

- Assist the project director in the planning and implementation of the New York State Teachers Summit, a large scale convening of approximately 2,500 teachers across nine sites;
- Coordination, note taking, and scheduling of meetings, conference calls, and video conferences as required;
- Participation in weekly meetings with SUNY project team to ensure on-time and within-budget execution of grant activities;
- Assist in the compilation of reports, memos, public relations materials, publications, fact sheets, and external documents to promote and support the project requested by the project team;
- Willingness and ability to travel within New York State; and

- Other duties as directed by the Deputy Chief of Staff for Policy.

Minimum Qualifications:

The graduate assistant will be an individual who can demonstrate the following abilities, attributes, and attitudes:

- Strong interpersonal, communication (verbal and written), organizational skills
- Proficiency in Microsoft Office applications
- Ability to perform multiple tasks effectively and successfully without extensive task-by-task supervision
- Ability to effectively interact and collaborate with all levels of project/administrative staff and professionals within SUNY and its partners
- Detail-oriented, flexible, and adaptable to change

Education:

Bachelor's degree in the field of education is required. Experience within a P-12 education setting is preferred.

Contact: Dr. Yolanda Davis, Teacher Leadership Project Director (teacherleadership@suny.edu)