

Rebecca V. Sheard Literacy Center (GA)

Application Due Date: July 1, 2021

Contact: Cindy Wells, wellsck@potsgdam.edu

The Rebecca V. Sheard Literacy Center graduate assistant will play a critical role in the programming of the center and its daily operations.

Responsibilities:

- Assists Center director and coordinator to prepare and implement EDLS 207 – Literacy I lab (mentoring of school children).
- Co-instructs college students who are the mentors for the school aged children (mentees).
- Promotes safety of all involved in the mentoring programs per college policies
- Processes applications for Center programs
- Communicates with local school districts regarding bus schedules and safe protocol
- Works with coordinator to pair mentors with mentees taking into consideration grade level preference, schedule constraints and special needs.
- Communicates and works with college faculty, staff, undergraduate and graduate students, public school administrators and faculty, and parents.
- Assists with day-to-day operations, events, groups, and activities at the Center.
- Assists director/coordinator in trouble-shooting use issues of the Center.
- Serves as Lead Coordinator of the Alpha Literary Society which is an organization connected to the Literacy Center
- Lead coordination of the Scholastic Book Fair held in the Center in the Fall and Spring Semesters
- Attend evening special events held in the Center

Qualifications:

- Matriculated Master's level student in the School of Education and Professional Studies.
- Experience in a school district as a student teacher as well as mentoring and Block experience.
- Ability to work with minimal supervision/strong leadership skills
- Experience and/or strong interest in literacy and the use of technology in literacy.
- Good interpersonal, communication, and supervisory skills.
- Professional, cheerful and helpful disposition.
- Ability to work with faculty, staff, undergraduate and graduate students, children, and parents and members of the community.
- Good office management, organization and other administrative skills.

- Self-motivated, self-directed and assertive in contributing ideas for the overall well-being of the Rebecca V. Sheard Literacy Center and its clientele.
- Able to delegate responsibility to undergraduate peers.
- Time management and organizational skills

Ability to laugh and have fun!!