

## BRANCH ALLIANCE FOR EDUCATOR DIVERSITY

**POSITION TITLE:** Graduate Assistant, BIRCH Center  
**NO. of POSITIONS:** 1

### I. ORGANIZATION

Division(s): BIRCH CENTER  
Salary Category: Paid, Part-time

### II. REPORTING RELATIONSHIPS

Immediate Supervisor: Director of Professional Learning

### III. JOB SUMMARY

Branch Alliance for Educator Diversity's (BranchED's) work involves increasing MSI educator preparation program knowledge and skills in key topic areas; bringing about positive changes in educator preparation program's preparation practices; maximizing the performance quality of EPPs' candidates, partnerships and graduates. The Graduate Assistant is responsible for assisting BranchED's Director of Professional Learning in the coordination work related to providing professional development to Minority Serving Institution (MSI) educator preparation programs (EPPs). Candidates should have an interest in professional development, curriculum development, online instruction, adult learning, and working with Minority Serving Institutions; and knowledge of Open Education Resources (OER). The Graduate Assistant must be capable of working well independently and with staff. It is expected that this position will assume a high level of professionalism and maintain confidentiality.

### IV. TYPICAL DUTIES include

- A. Support: Support Director of Professional Learning in developing materials, presentations, and/or guides on topics related to teacher preparation and program improvement
- B. Research: Gather and synthesize current research on topics related to teacher preparation, program improvement, and BranchED's Quality Framework
- C. Logistical Assistance: Setting up Zoom meetings, conference calls,
- D. Develop curriculum templates for OER
- E. Other duties as assigned

### V. REQUIREMENTS OF THE POSITION

#### A. Education and Competencies:

- 1. Must be enrolled in a graduate program in education, curriculum and instruction, educational administration, adult education or closely related field at an accredited college or university.
- 2. Must have and maintain a good academic record, carrying at minimum 3.0 GPA
- 3. Have working knowledge of qualitative analysis.
- 4. Comfortable searching for credible, evidence-based research in databases.
- 5. Able to learn and use new technology quickly.

#### B. Required Experience

- 1. Possess a year of experience utilizing research skills, preferably in an academic setting.
- 2. Experience using Microsoft Office Suite programs, Adobe In-Design, Canva, and Internet browsers.

The position is based on 20 hours per week for 15 weeks. If you wish to be considered, please send a letter of interest and resume or vitae to [talent@educatordiversity.org](mailto:talent@educatordiversity.org).