



## Multiple Position Openings for Academic Year 2016-17 on the GlobalEd 2 Project Staff

### Description

The GlobalEd 2 project is a federally funded 4-year project about to enter year 4. The project has been funded to conduct efficacy trials implementing the GlobalEd 2 curriculum based on a problem-based learning design in 7<sup>th</sup> and 8<sup>th</sup> grade socials studies classrooms. We are searching for multiple positions as part of the project for 2016-17.

We are searching for people to fill positions as Graduate Research Assistants (**GRAs**) Undergraduate Research Assistants (**URAs**) and hourly staff (**HRS**) who may be either undergraduate or graduate students.

The search for these positions will remain open until the positions are filled. You **MUST** be a current or entering UConn student to apply for a position listed below.

Graduate Research Assistant (GRA) positions are for the 2016-17 academic year and begin the week of August 24<sup>th</sup> through the third week of May 2017. All GRAs are expected to become productive members of the GE2 Research Team. Collaborative research is encouraged and expected on GE2 related data sets and topics.

GRAs are required to work during UConn breaks (when there are no classes scheduled). GRAs will receive a tuition waiver in addition to salary according to the UConn Graduate Assistant Stipends <http://research.uconn.edu/sps-proposals/proposal-preparation-guidelines/budget-prep-guidelines/budgeting-costing-guide/salaries/> .

Undergraduate and Graduate student hourly positions are also described below.

### Application Process

To apply, submit an application via email containing the following 3 components to Ms. Lisa Rasicot at [lisa.rasicot@uconn.edu](mailto:lisa.rasicot@uconn.edu) .

- (1) Submit a resume/curriculum vita (CV);
- (2) A letter of application detailing the position(s) you are applying for and your relevant qualifications; and
- (3) The names and contact information of two references who can speak to your skills and abilities in these positions. No letters are required at this time.

**These positions will remain open until filled. The goal is to have the positions filled by May 15th but will be extended until the positions are filled.**

**APPLY NOW! Applications will be reviewed starting [April 22nd](#).**



### **GRA1- Position as the Data Analyst/Manager**

The **Graduate Research Assistant (GRA-1)** (May be 10 or 20 hours/week) will provide support for project's assessment and data analyses activities.

#### **Major Tasks include:**

- Training and supervising Data Entry Team staff;
- Complying with Institutional Review Board requirements;
- Indirectly coordinating with teachers and directly coordinating with GE2 teacher liaison;
- Managing data entry process;
- Developing and reviewing instrumentation/assessments;
  - Conducting score reliability analyses;
- Cleaning and verifying data;
- Completing data analyses of teacher and student outcomes;
  - Qualitative and quantitative analyses;
- Responding to requests for data;
- Writing reports;
- Satisfying other duties as assigned.

#### **Required Skills/Attributes:**

- Ability to motivate and manage staff;
- Experience collecting, coding and analyzing data;
- Experience writing summaries of data for distribution;
- Excellent organizational skills;
- Capacity to identify and solve problems;
- Ability to work in multi-site team; and
- Exceptional organization and time management skills.



## **GRA-2 Position as the PD Support for Teachers**

The **Graduate Research Assistant (GRA-2)** will provide support for the project’s professional development (PD) activities for teachers in Writing, Science and Social studies education at the middle school level. The position may be for 10 hours/week or 20 hours/week.

### **Major Tasks include:**

- Curriculum development/modification for GlobalEd 2 based on current Common Core criteria or related standards;
- Instructional support for teachers;
- Development of podcasts by interviewing potential experts, faculty, or staff of various organizations related to GlobalEd 2 topics;
- Data analysis related to teacher activities and outcomes; and
- Other duties as assigned.

### **Required Skills/Attributes:**

- Experience in K-12 education;
- Curriculum development;
- Experience with science, writing and/or social studies at the middle school level;
- Organizational and time management skills;
- Ability to identify and solve problems;
- Ability to work in multi-site team;
- Experience using educational technology;
- Familiarity with iPad Education Apps; and
- Writing skills.



### **GRA-3 – Technology Support**

The Technology Support **Graduate Research Assistant (GRA-3)** will provide support for project’s website development and enhancement activities. Experience in developing and populating websites with content is required.

This person will also need database skills in managing the inventory of project iPads, iPad Apps, laptops, and associated technologies. This person will be responsible for maintaining the project database of personnel and associated forms for research compliance.

#### **Major Tasks include:**

- Web site development and maintenance;
- Technology support for the project, including the podcasts;
- Support of WebEx platform;
- Coordinate the deployment of iPads and iPad apps to teachers in the project;
- Database management; and
- Other duties as assigned.

#### **Required Skills/Attributes include:**

- Web development skills;
  - Experience within the WordPress platform
  - Experience with Dreamweaver
  - Basic knowledge of HTML5
- Experience with iPads and iPad apps;
  - Sufficient understanding of the Apple OS and iOS
- Apple (especially iPads) and Windows experience;
- Organizational and time management skills;
- Ability to identify and solve problems; and
- Ability to work in multi-site team.



## GRA-4 - Teacher Observer Manager

One Teacher Observer Manager **Graduate Research Assistant (GRA-4)** will be part of the GlobalEd 2 research team who will be the primary manager of the 3-4 observers who will be conducting weekly classroom observations of teachers in Connecticut participating in the GlobalEd 2 project. You will be trained as an observer as well as serving as the manager.

Teacher observations are conducted between the beginning of September and the end of May during the school day.

### Major Tasks of this position include:

- Participating in the observer training, reviewing observer training data and providing feedback to trained observers;
- Coordinate the MASTER Google Calendar where observers log their observation times;
- Research the schools' calendars and pre-emptively manage observation conflicts with school trips, holidays, etc.;
- Conduct periodic on-site co-observations, providing systematic feedback in a timely manner to observers;
- Respond to observer and teacher emails promptly;
- Coordinate coverage and/or fill in when needed for observers with schedule conflicts;
- Send thoughtful and effectively motivating emails to observers when there are problems with scheduling, submitting observation reports, or coding;
- Review observational data submitted by observers; follow up with observers who are demonstrating coding inconsistencies;
- Manage observational database and mileage log for observers accurately;
- Communicate observed or stated needs of teachers to project team promptly;
- Provide weekly reports of teachers who appear to not be complying with GE2 requirements based on observational data.

### Required Skills/Attributes:

- Ability to schedule, organize, attend to details
- Ability to provide prompt feedback to observers in a positive but clear manner ("sandwich" positive-critique-positive)
- Ability to understand the big picture purpose of collecting observational data and details of how observational tool works
- Ability to troubleshoot effectively AND problem solve;
- Professionalism with teachers and observers;
- **Possession of a car, laptop, and professional dress for observations.**
- **At least 3 blocks of 3 hours each OPEN between the 8:00am -3:00pm school days, each week between September 1, 2016 and May 15, 2017.**



## **URA-1 Undergraduate Research Assistants (2 Positions Open)**

**Two Undergraduate Research Assistants (URA)** will provide research support for professional development activities, webpage support, mailings, simulation support and data coding of student writing prompts. URAs will be paid on an hourly basis during the academic year for 10-15 hours a week of work.

*We are specifically looking for someone to write a weekly newsletter for teachers and students participating in the GlobalEd 2 project. The newsletter will be produced and distributed on Fridays September through May. Applicants with experience in journalism, blogging, newsletters and a background in international affairs and/or environmental science are encouraged to apply.*

**URAs must be responsible, organized and skilled at handling project assignments.**

## **Rubric Scorers (2 Needed)**

**Two rubric scorers are needed for scoring student work.** Scorers *may be either undergraduates or graduate students* who are able to work a minimum of 8 hours weekly. Rubric scorers will be paid on an hourly basis.

### **Major Tasks include:**

- Complete rubric training;
- Handle secure data;
- Review and apply rubric to student work;
- Enter data from rubric on a secure website.

### **Required Skills/Attributes:**

- Healthy work ethic and a self-starter mentality;
- Excellent time management, organization, patience, and attention to detail;
- Ability to work well independently and as part of a team;
- Effective written and verbal communication;
- Strong computer skills (Excel and Word, at minimum).

### **Preferred Skills/Attributes:**

- Experience using SPSS;
- Interest in joining the GE2 Research Team;
- Initiative to collaborate on research outside of required work duties.



### **Simulation Staff (2 Needed).**

Undergraduate and Graduate students are needed to serve as staff members of the GlobalEd 2 simulation team. Two (2) types of simulation staff are needed: (1) Simcon (simulation controller) and (2) Country Role in the simulation.

Simulation staff are paid on an hourly basis.

***When applying for this position, indicate which position you are applying for: Simcon or Country Role.***

#### **Major Tasks include:**

- **Simcons (10-12 hours/week)**
  - Participate in Simcon training;
  - Monitor daily student interactions, providing feedback and encouragement;
  - Handle confidential data; and
  - Moderate Nine (9) 60-minute online conferences among students.
- **Country role (8 hours/week)**
  - Participate in country role training;
  - Play the role of an assigned country during the simulation;
  - Send appropriate emails within the character of the country; and
  - Participate in Nine (9) 60-minute scheduled online conferences.

#### **Required Skills/Attributes:**

- Excellent time management, organizational and attention to details skills;
- Ability to work independently;
- Cultural sensitivity, awareness of international affairs;
- Understanding of the topics of Water Resources and Food Resources and some knowledge of environmental science; and
- Have access to laptop.



## **Classroom Observers (3-4 Needed)**

**Observers may be undergraduate or graduate students**, who will be trained and supported to conduct structured classroom observations of middle school social studies teachers in Connecticut. Observers will receive training in the observation protocol, must complete human subjects' research training, and sign a confidentiality agreement regarding the classrooms observed and data collected as part of the project.

**Observers will be paid on an hourly basis and will also be reimbursed for mileage to schools for observations.**

### **Required Skills/Attributes**

- Professionalism with teachers and the GlobalEd 2 research team;
- Good technology skills;
- Ability to listen to teacher concerns courteously, communicate with the GlobalEd 2 team, and follow up with teachers;
- Ability to attend to and discern the details of observational tool;
- Ability to quickly process and take detailed notes of class activities;
- Excellent organization and time/schedule management skills;
- Prompt responsiveness to observer manager inquiries and data exporting;
- Proactive communication skills with observer manager and teachers.

### **Observers must:**

- Have Possession of
  - a car,
  - laptop, and
  - professional dress for schools observations
- Have flexibility in scheduling around school/teacher needs (**at least 3 blocks of 3 hours each OPEN between the 8:00am -3:00pm school day, each week between September 2016 and May 15, 2016.**)