Graduate Assistant Job Description

General Description
The Carolina Family Engagement Center (CFEC) is one of 12 Statewide Family Engagement Centers nationally and is funded by a grant from the U.S. Department of Education under the Every Student Succeeds Act (ESSA). We are housed in the UofSC College of Education in the office of the SC School Improvement Council. CFEC promotes high-impact cradle-to-career family, school, and community engagement by building the capacity of all stakeholders—including families, districts and schools, and community-based organizations—to partner effectively to support student achievement and school improvement. Our work is primarily with low-income families and families of English learners, minorities, students with disabilities, homeless children, children in foster care, and migrant students throughout South Carolina. CFEC also serves as hub that connects many state and regional organizations who also support families and children.

Working under the direct supervision of the Project Director, the Graduate Assistant is an essential member of the CFEC team. Our office is seeking applicants interested in learning more about family engagement approaches to early childhood and K-12 education, someone who is a self-starter and highly motivated to conduct a literature review and contribute to a growing body of literature on family engagement, and someone who demonstrates willingness to ask questions as they arise and brainstorm new ideas with the CFEC team. Additionally, we are looking for someone with the ability to work alongside and effectively disseminate information with entities on and off-campus such as the UofSC College of Education faculty and staff, SC State Department of Education, and various community partners (e.g. First Steps, Fathers and Families, Children’s Trust).

Specific Responsibilities include:
- Conducting a comprehensive review and analysis of portions of the academic literature relating to family engagement in education and creating a systematic and user-friendly chart, on an Excel spreadsheet cataloging evidence-based practices and programs for use by a range of different consumers.
- Routinely conduct database searches for articles, reports, and additional information relevant to the Center’s work
- Gather and centralize relevant family engagement information from all the partners collaborating in the statewide network
- Regularly participate in meetings of CFEC Specialists, regional liaisons, and partner organizations as time permits.
  Specific duties take into consideration the interests and strengths of the successful applicant as well as the needs of the office.

The GA in this office will gain significant experience in: conducting a comprehensive literature review, database management, assessment practices, and program planning and development.

Requirements and Qualifications:
Graduate Assistant must be enrolled in a graduate degree program at the University of South Carolina and be based in South Carolina. As a staff member, the graduate assistant must be able to work independently to maintain their research and project schedules, as well as assist with meetings and presentations as needed. Preferred qualifications include:
- Ability to communicate effectively both verbally and in writing to various populations
- Attention to detail including excellent organization and time management skill sets
- Ability to participate in at least some CFEC-related activities in person
- Willingness to learn new skills

Compensation:
The CFEC GA will average 20 hours a week and will receive a total stipend of $21,000 for the 2019-20 fall and spring semesters. Anticipated start date is Monday, September 23, 2019 and anticipated end date is May 15, 2020.

Contact Information:
To further discuss job components or ask questions, please contact Theresa Harrison, Project Manager, CFEC at 803.576.7353 or HARRI642@mailbox.sc.edu.

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