2016-17 Project Lectura para Excelencia y Éxito (Project LEE)
Deadline to Apply: October 28, 2016

Special Education Program
Portland State University
Position Starts Fall, 2016

18 hours/week – year-round position (Must be enrolled for 9 credits/term throughout appointment)
Stipend of approximately: $3,195 per term
Tuition remission of up to $4,500 per term

TITLE: Project LEE Graduate Assistant

HOURS OF SERVICE: Part Time, 18 hrs./week

JOB DESCRIPTION: The Project LEE Graduate Assistant will serve at Portland State University. The primary function will be to assist the primary investigator and project staff with Project LEE grant activities. The Project LEE grant involves implementation of culturally and linguistically responsive evidence based reading instruction within a Multi-tiered support system.

MAJOR RESPONSIBILITIES AND RELATED TASKS:
- Conduct literature review, identify, download, read, and organize scholarly references
- Assist in data collection and management (curriculum based measures and other measurement tools)
- Conduct classroom observations
- Assist in preparation of academic manuscripts and writing
- Webpage development and maintenance
- Assist in cultivating school/community partnerships
- Support communication with federal agency and other projects across nation
- Office tasks including learning and navigating PSU travel authorizations, grant activities
- Liaison between Project LEE and Office of Research and Sponsored Projects
- Successfully complete CITI human subjects compliance training and support communication between project staff and the human subjects review board

REQUIRED QUALIFICATIONS:
- MS/MA/MEd in Education, Special Education, or related field
- Ability to work well with people of diverse backgrounds
- Strong organization, problem-solving and written and oral communication skills (bilingual)

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English/Spanish, English/Russian preferred

- Basic office computer skills, including word processing
- Program management (event planning, training) experience
- Strong initiative; self-starter; ability to multi-task
- Ability to creatively problem solve
- Experience with literacy instruction
- Must hold a current teaching license or equivalent or be able to pass required background checks to work in schools

APPLICATION PROCESS:

- Submit the following to Julie Esparza Brown at jebrown@pdx.edu
  - Cover letter addressing specifics of project requirements
  - Resume/Curriculum Vitae
  - Faculty reference

Portland State University is an Equal Opportunity/Affirmative Action. Members of ethnic minorities, disabled veterans, veterans of the Vietnam-era, and recently separated veterans, persons of disability and/or persons age 40 and over are encouraged to apply.