



Office of Comprehensive Community Education

Our mission is to engage residents in equitable education opportunities, necessary to improve the quality of life for children and families, by leveraging an authentic collective impact model that engages government, Pre-K- 12 schools, higher education institutions, community based organizations, the Newark community, and private sector entities in partnership.

Graduate Assistant Job Description

Under the direction of the Chief Education Officer and Policy Advisor, the Graduate Assistant will lead the development and implementation of a comprehensive system for administrative tasks, as well as assist in key research to inform practices and build strategies. The Office of Comprehensive Community Education focuses on three main areas of work, including the South Ward Community Schools Initiative, support for local control, and capacity building for schools. The Graduate Assistant will have the exciting opportunity to interact with a variety of partners in this work and help to propel the mission forward. This includes local and national forums on community schools, best practices, and leadership practices.

Qualifications:

- The ability to work independently.
- The ability to communicate in a professional and thorough manner.
- Demonstrated excellent interpersonal and organizational skills.
- Excellent computer skills utilizing Office 365 and all related applications.

Responsibilities:

- Create master scheduling platform to manage and coordinate multiple meetings and the calendars of CEO and Policy Advisor.
- Conduct and organize research on assigned topics.
- Perform assigned correspondence and follow up for a variety of performance tasks.
- Coordinate and maintain communication with external partners.
- Create PowerPoint presentations for meetings.
- Develop organization systems for meetings to include minutes, presentations, follow up, etc.
- Assist with data collection and analysis.
- Assist Policy Advisor with research responsibilities.
- Complete other duties as needed by the CEO and Policy Advisor.

Stipend: a stipend will be provided commensurate with experience.

Supervision:

The Chief Education Officer and Policy Advisor provide oversight, training, and guidance.

Apply to:

Send cover letter, resume, and references to larkinsa@ci.newark.nj.us