

POSITION DESCRIPTION

Position Title:	Graduate Assistant / IEE Fellow
Department:	Institute for Emancipatory Education (IEE), Connie L. Lurie College of Education
Reports To:	Director, IEE & Co-Director, IEE
Hiring Range:	\$20 per hour
Exempt Status:	Non-exempt, Part-Time (4 hours per week)
Appointment:	September 2024 – May 2025
Posting Date/Period:	9/27/2024

As part of the University Advancement Division, the Tower Foundation is San Jose State University’s auxiliary organization dedicated solely to philanthropy. Tower assists with the development, investment, administration and banking of all SJSU philanthropic donations while building a culture of philanthropy among its alumni and the university community.

POSITION SUMMARY

The [Institute for Emancipatory Education \(IEE\)](#) at SJSU facilitates community-engaged research and research-practice partnerships that seek to transform education across the PK-16 trajectory. The IEE is hiring two dedicated and organized Graduate Assistants to support our mission of fostering educational systems and practices that support students and communities in flourishing by assisting with research activities related to specific IEE-affiliated projects, including:

- [Ethnic Studies Residency Program](#)
- [Male Educators of Color Initiative](#)
- [Transforming Science Teaching and Learning through Climate Justice Action Research](#)
- [Bilingüismo y Justicia Critical Bilingual Authorization Program](#)

Appointment Period: September 2024 - May 31, 2025, summer employment also available. This position is grant funded through August 2025, with the possibility of renewal with future funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Assist IEE-affiliated faculty with project-related research activities, including but not limited to:
 - Participant recruitment
 - Database management
 - Literature review
 - IRB revisions
 - Scheduling interviews and observations of project participants
 - Dissemination of research findings and resources through IEE website and other channels

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. **Knowledge, skills and abilities**
 - Strong organizational and time management skills.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Google Suite, and conferencing software

- Demonstrated ability to work independently and collaboratively in a dynamic environment.
- 2. Education**
- Current SJSU student (advanced undergraduate or graduate) enrolled in a relevant field (e.g., Education, Social Sciences).
- 3. Additional preferred skills:**
- Prior experience with research or evaluation
 - Prior experience with initiatives aimed at improving experiences and outcomes for students and teachers in public schools
 - For applicants interested in community-facing research responsibilities, bilingual proficiency in English and another language widely spoken in the region (esp. Spanish or Vietnamese)

Additional Information:

- The position requires a commitment of 4 hours per week for a duration of 15 weeks per semester.
- IEE Fellows will report to the faculty leading their assigned projects and to the IEE director team.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCEDURE

To apply for this position, submit a resume, and letter of interest to towerjobs@sjsu.edu

A background check must be completed satisfactorily before any offers can be finalized.

Tower Foundation is NOT a visa sponsoring organization

Tower Foundation employment is separate and distinct from San Jose State University or State of California employment. Tower Foundation is an Equal Opportunity Employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status, consistent with all applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self-disclose.