

Graduate Assistantship Position Description

**Position Title and Location**

Graduate Assistant, Education Entrepreneurship Program, Penn Graduate School of Education

**Supervisor Name and Title**

Philip Price - Associate Director, Penn GSE Education Entrepreneurship Program

**Contact Information**

Name: Jenny Zapf or Philip Price

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Website: https://edent.gse.upenn.edu/

Address: 3700 Walnut Street, Philadelphia PA

**Hours/Schedule**

10-15 hours/week (additional hours on certain weekends)

See job description for required weekend work

**Position Length**

July/August 2024 – May/August 2025

**Compensation**

$18/hour paid weekly

**Job Description and Required Duties Overview:**

The GA will report to the Associate Director and will support the operation of a fast-paced executive-style master’s program. The GA will be involved in all aspects of program including events, student and faculty communication, and alumni management. The GA will have the opportunity to observe first-hand how a master’s program is run from the ground, up. The position will be primarily remote with required in-person responsibilities and events. As a member of the Education Entrepreneurship team, the GA must be self-driven and responsible for working on projects independently as well in a group setting.

**Assistantship Duties:**

* The GA will be expected to support on-site and virtual program intensive weekends. All meals will be provided during intensive sessions. See the Schedule dropdown on the program webpage for required weekends: <https://www.gse.upenn.edu/academics/programs/education-entrepreneurship-masters>
* Support general logistics of running the graduate degree program including operations, communication, event planning, and scheduling.
* Support social media management including program Twitter, Facebook, and LinkedIn and design program marketing materials for these sites (flyers, posters, etc.)
* Assist in project management and collaborate with multiple constituents for event planning
* Support admissions work, including but not limited to Zoom virtual information sessions and connecting new admits with alumni
* Upload and edit Zoom recordings of webinars, classes, info sessions.
* Create and distribute surveys using Qualtrics and Google Forms
* Handle personal information of students with confidentiality

**Opportunities**

* GA will have several opportunities to sit in on classes and be part of a community of education innovation
* Join a network of EdTech leaders, change makers, and social justice oriented entrepreneurs
* This position is designed to highlight GAs strengths. We will customize the experience to your interest areas whenever possible

**Preferred Qualifications & Essential Skills:**

* Essential: Availability to work the above-mentioned weekends
* Essential: Availability to work remotely and independently and ability to work in person on certain evenings and weekends
* Preferred: Desire to work with adult learners in an executive-style 12-month program
* Preferred: At least 1 year of professional work experience