Graduate Student Funding Opportunity (Fall/Spring 2021-2022)

Special Education, Washington State University

Graduate Assistant – Secondary Special Education and Transition

Department: Department of Teaching and Learning  
FTE: .50 (20 hours/week)  
Semester: Fall and Spring (August 16, 2021-May 13th, 2022); also available starting Spring 2021.  
Academic Year: 2021-2022  
Full Tuition Waiver: Yes, when graduate school requirements are met.

Position Description: The Special Education program is seeking a graduate assistant for a statewide evaluation and service project related to the delivery and coordination of school-based transition services for secondary age students with disabilities. The graduate assistant will work closely with a group of Special Education faculty members within the College of Education to participate in various activities related to exploring stakeholders perspectives of coordinating and delivering transition services, using this information to develop and implement a model demonstration project, and conducting a statewide needs assessment of transition services. The graduate assistant will gain valuable experience in coordinating and managing evaluation and service activities, and will develop skills in professionalism, content area expertise, evaluation design, data collection, data management and analyses, and dissemination. We strongly encourage applicants from diverse backgrounds, including people with disabilities. Graduate students will be provided with access to a computer (if needed), and possible support for state, regional, or national travel associated with their role in the project.

Duties and Responsibilities: The graduate assistant would be responsible for assisting on the following tasks:

- Attend regular (e.g., weekly/bi-weekly) supervision and mentorship meetings with the principal investigator
- Attend regular (e.g., bi-weekly, monthly) project management team meetings with evaluation and service team
- Develop essential background knowledge related to secondary special education and transition and vocational rehabilitation
- Assist with the implementation of data collection, analyses, and reporting efforts exploring stakeholders perspectives of coordinated transition service delivery
- Assist with the development, piloting, and evaluation of a model demonstration project to improve the coordinated delivery of transition services
- Assist with the design, data collection, analyses, and reporting of a statewide needs assessment of school-based transition services
- Assist with web-site development, maintenance, and social-media presence
- Assist with dissemination of findings and writing up results (reports, presentations, etc.)
- Assist with collaboration with key project stakeholders and community partners
- Other tasks as assigned

Required Qualifications:
• Bachelor’s degree in special education, education, vocational rehabilitation, psychology, social work, or a related area
• Proven interest in issues of social justice and diversity (including disability)
• Basic knowledge of evaluation methods
• Ability to follow procedures
• Ability to work well in teams
• Strong oral and written communication skills
• Strong organizational skills and attention to detail
• Strong skills in the use of Microsoft Office programs
• Graduate Student at Washington State University

Preferred Qualifications:

• Prior experiencing working with students eligible to receive special education services, adults with disabilities, or related experience
• Prior teaching experience in a secondary special education setting (e.g., middle- or high-school)
• Prior experience working with community agencies that provide services to underserved populations
• Understanding of basic educational laws that guide current service delivery systems for individuals with disabilities (e.g., Individuals with Disabilities Education Act, Rehabilitation Act, Workforce Investment and Opportunity Act)
• Prior knowledge of Vocational Rehabilitation, and pre-employment transition services
• Interest in issues related to career development for young adults with disabilities
• Has a career goal and takes personal initiative to achieve that goal
• Seeking a doctoral degree in special education, educational psychology, psychology, or a related area

Application Procedures and Materials: Submit application materials in a single email to marcus.poppen@wsu.edu. Application materials include:

• Statement of Qualifications/Cover Letter
• Current Resume or Curriculum Vitae
• Three professional references (include full name, role/title, email address, and phone number)

Please direct questions regarding the position to Marcus Poppen: marcus.poppen@wsu.edu

Expected Supervisor: Dr. Marcus Poppen, Assistant Professor, Special Education

Application Deadline: February 28th, 2021

Position Open Until Filled