



Assistantship Job Description: Adventures in Lifelong Learning (ALL)

The graduate assistant would work on the Adventures in Lifelong Learning (ALL) program, a collaboration between the Framingham Public Library and Framingham State University. The program offers courses 3 times per year – October, January, June – to elders aged 60 and up. The responsibilities would include:

- Serve as the point person for communications, responding to email and phone queries
- Update copy for the ALL websites (FPL and FSU)
- Assist with outreach both in person and remotely to elders in the MetroWest area
- Working on-site the 11 Tuesdays during the calendar year to assist with the implementation of the program
- Create and disseminate nametags
- Assist with providing refreshments and setting up/breaking down the tables/equipment
- Provide technological assistance as necessary
- Oversee the participant and organization database to maintain up-to-date records for outreach purposes
- If bilingual in Spanish or Portuguese, assist with translating documents for outreach and with engaging in in-person meetings with prospective participants and organizations that serve them.