



**Graduate hourly student assistant needed  
for July and August to assist with public  
hearings throughout New York State**

As an element of the approved 2024-2025 New York State budget, the Rockefeller Institute of Government is charged with conducting a comprehensive study of the state's Foundation Aid formula, an essential component of the state's education funding system that determines the amount of aid that each school district receives. The study will help to identify shortcomings and inefficiencies in the current formula and provide recommendations for updates and improvements. This study is an important step towards ensuring that the state's education funding is fair, effective, and meets the needs of all students across the state. For more information, see <https://www.rockinst.org/foundation-aid-study/>.

**Responsibilities include:**

- Greeting and checking in education experts, elected officials, and representatives of education organizations who have been invited to present at the hearing
- Greeting and checking in members of the public who have registered to provide public testimony at the hearing
- Greeting and checking in media and press attendees
- Answering questions and helping members of the public learn more about the content of the Foundation Aid Study
- Overseeing the flow of attendees into the hearing and directing people to designated seating areas based on their role
- Managing the sequence of public testimony speaking slots for registered members of the public

**Functional Relationship:**

- The student will work with the Rockefeller Institute of Government's publications and events team, outside agencies, and the public at large.

**Supervision:**

- The student will report to the Director of Communications at the Rockefeller Institute of Government and receive directions from the conference manager.

**Job Requirements:**

- This position requires the successful candidate to be well-organized, demonstrate accuracy, attention to detail, be dependable, and be prompt.

**Qualifications:**

- Enrolled in a graduate degree-granting program at a SUNY institution and in full-time status during the summer or fall semester.

**Compensation:**

- \$20 per hour; travel may be reimbursed upon request; state per diem rules and rates apply

**Schedule:**

- The selected students will be expected to work 12:30 pm to 7:30 pm EST with a 30-minute unpaid meal break on the day of the hearing. A paid 90-minute training session will be required in advance of the hearing.

**Cohort 1**

Date	Location	Region	Address
July 16, 2024	Manhattan	New York City	High School of Fashion Industries, 225 W 24th St, New York, NY 10011
July 30, 2024	Farmingdale	Long Island	Weldon E. Howitt Middle School, 50 Vancott Ave, Farmingdale, NY 11735

**Cohort 2**

Date	Location	Region	Address
July 25, 2024	Buffalo	Western New York	North Park Community School, 780 Parkside Avenue, Buffalo, NY 14216

**Cohort 3**

Date	Location	Region	Address
August 8, 2024	Laurens	Central New York	Laurens Central School, 55 Main St, Laurens, NY 13796
August 14, 2024	Guilderland	Capital Region	Guilderland High School, 8 School Road, Guilderland Center, NY 12085

**Interested candidates should submit a resume, a paragraph explaining why you are interested in this position, and which hearing location/cohort you can work to**

**[Rachel.frascella@rock.suny.edu](mailto:Rachel.frascella@rock.suny.edu)**

**Please also indicate any foreign languages you speak and your proficiency level in each.**