

GRAND VALLEY STATE UNIVERSITY
Enrollment & Development
Center for Women & Gender Equity Graduate Assistant Position

Job Description:

The graduate assistant is responsible for participating in the coordination of Replenish, the Basic Needs Center which is one of the initiatives of the Center for Women & Gender Equity (CWGE) and reports directly to the Assistant Director (and/or other staff depending on projects). The experience allows the student to gain tremendous administrative knowledge in a variety of areas including programming, direct service, training, supervision, advising, and implementation. In addition, the student has a chance to directly serve as a catalyst for education and advocacy on food and economic justice issues. The scope of the work allows the student to become connected with not only the campus community, but also the larger Grand Rapids/surrounding areas community and many of its non-profit partners as Replenish is donor-funded. The professional and flexible nature of the assistantship allows the learning outcomes to be specifically developed with the students' academic goals in mind.

Responsibilities:

- Oversee the operations of Replenish, our basic needs and food resource on campus. [40% supervising and running the space]
- Participate in the design, coordination, and facilitation of CWGE programming [10% event coordination, leadership]
- Develop training materials and teach through educational seminars and co-curricular programs targeted at students [10% instruction, research, event coordination]
- Assess and evaluate Center programs and services (design tools, review data, make recommendations) [5% research and evaluation]
- Research best practice programs from around the country to identify benchmarks and participate in original [5% research]
- Participate in supervisor meetings, staff meetings and Enrollment Development and Educational Outreach meetings and ongoing professional development opportunities as needed [5% supervision]
- Participate in marketing efforts including design and implementation [5% administration, event coordination]
- Maintain assigned budgets for designated programs [5% fiscal management and administration]
- Provide information, advocacy, and referral to students. [5% leadership and advocacy]
- Co-supervise (with a professional staff member) student workers, volunteers, practicum, and intern students [5% supervision]

Expectations:

- Experience with, or interest in, food and economic justice and working with diverse people and communities, specifically those that have been historically underrepresented and those who have experienced economic insecurity.
- Experience with, or interest in, providing direct support services to students
- Experience with, or interest in, higher education administration and higher education systems
- Experience with, or interest in, planning and leading group discussions and activities
- Familiarity with social justice issues and the functions of the social justice centers on campus
- Ability to collaborate and to accept feedback and adapt work accordingly
- Strong oral and written communication skills
- Experience with, or willingness to learn about, technology platforms

Qualifications:

A Graduate Student at Grand Valley State University

Work Environment:

The Center for Women and Gender Equity is a collaborative and lively space where team work is highly encouraged. The GA will be given a cubicle to work from on the Allendale campus. Replenish, the secondary and primary workspace for the GA is located on the Allendale campus (but requires occasional trips to two locations on the Pew Campus) where the GA will be given a laptop and workstation as well. This role requires evening program attendance.

Expected learning outcomes/professional competencies:

The Graduate Assistant will gain the ability to collaborate across campus, have a deep understanding of social justice issues, and will have an opportunity to engage in work in a way that is best suited for them.

Supervision/Collaboration with organization:

Supervision is provided by the appointed supervisor and, depending on the individual's graduate program, a task supervisor may be assigned as well. The GA has the benefit of working with various experts and will also be able to oversee some of the daily operations of Replenish gaining valuable experience.

Additional Information:

Duties may fall on weekends and odd hours during weekdays, schedules will be decided upon based off of student's class schedule.

Terms of appointment:

The position requires 20 hours of work per week for the 2024-2025 academic school year.

Compensation includes a tuition waiver that covers 9 graduate credits in Fall, 9 graduate credits in Winter, and 3 graduate credits in the Spring/Summer semesters. Additionally, a stipend of \$6500 is provided for each of the Fall and Winter semesters. This assistantship will begin before the Fall 2024 semester (**start date is August 5th**) and will conclude after the Winter 2025 semester (**end date is May 2nd**).

The Graduate School's New GA Orientation is on August 23, 2024, 3:00-4:00pm in Loosemore Auditorium and requires attendance.

Contact Information:

Name & Title: Lariesha Lee, Assistant Director | DL McKinney, Interim Director

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To apply:

To apply for this position, please **search for this position within WorkDay**

There will be no onsite interviews. Candidates will be contacted if selected for an interview.

[Gayle R. Davis Center for Women and Gender Equity](#)