

2016/2017

Women's Center Graduate Assistant Position:

Work Schedule/Compensation:

Full-time graduate assistant (20 hours per week) position.

Position Description:

The graduate assistant is responsible for sharing the administrative leadership of the Women's Center and reports directly to the Women's Center Director (and other staff depending on projects). The experience allows the student to gain tremendous administrative knowledge in a variety of areas including research, programming, teaching/training, budgeting, supervision, advising, grant writing and implementation. In addition, the student has a chance to directly serve as a catalyst for education and advocacy on gender issues. The scope of the work allows the student to become connected with not only the campus community, but also the larger Grand Rapids community and many of its non-profit partners. The professional and flexible nature of the assistantship allows the learning outcomes to be specifically developed with the students' academic goals in mind.

Responsibilities:

- Participate in the design, coordination and facilitation of Women's Center programming [20% event coordination, leadership]
- Develop training materials and teach through educational seminars and co-curricular programs targeted at students [20% instruction, research, event coordination]
- Assess and evaluate Women's Center programs and services (design tools, review data, make recommendations) [10% research and evaluation]
- Research best practice programs from around the country to identify benchmarks and participate in original [10% research]
- Facilitate staff development through researching and teaching on topics of relevance [10% research, teaching]
- Participate in weekly supervisor meetings, weekly staff meetings and monthly Division of Student Services meetings and ongoing professional development opportunities [10% supervision]
- Assist in the formulation of Women's Center policies and procedures and grants [5% education, research, event coordination]
- Participate in marketing efforts including design and implementation [5% administration, event coordination]
- Maintain 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]

QUALIFICATIONS:

BA/BS required and acceptance to the College Student Affairs Leadership (CSAL) Masters Program. Preference is given to students that can demonstrate prior involvement in gender equity/justice and women's issues.