

WLC GRADUATE ASSISTANT

7.5 hours/week

Reports to the Director of the Women's Leadership Center

The WLC Graduate Assistant (GA) will serve as a research and programming assistant to support various initiatives of the WLC, including academic research, campus/community programming, and the Women's Leadership Academy. GA responsibilities may include:

- Assist with preparation for special events, including Women of Influence speaker series, skills development workshop series, Reunion weekend, Vistas Weekend, annual Women's Conference, Advisory Board meetings, events sponsored by community members using facilities, etc.
- Support WLC internal administration, including assessments, strategic planning, action step planning, annual reports, donor reports, etc.
- Assisting with literature reviews, methodology design, data collection, results interpretation and reporting of any ongoing research.
- Researching, developing, and incorporating materials for instructional use re: the Women's Leadership Academy
- Assist with production of office promotional literature (i.e. brochures, pamphlets, website content).
- Support activities for which the WLC partners with campus entities (i.e. Athletics, Admissions, etc.)
- Collaborate with WLC secretary, WLC interns and Student Affairs division personnel to develop new initiatives
- Assist with standard operations of WLC, including answering phones, correspondence, greeting visitors, etc.

Learning Outcomes:

- Familiarity with the Social Change Model of leadership development
- Understanding of classic and contemporary leadership theories, from academic/theoretical and real-world perspectives; particularly the ways of women's leadership
- Exposure to feminist theory/women's studies as an academic discipline and social/global issues related to gender
- Improved public presentation skills
- Experience with event management from conception through execution and evaluation
- Enhanced research, data analysis, and academic writing skills
- Experience with Student Affairs program development and planning
- Exposure to creation of documents and reports for particular audiences
- Exposure to the role of fundraising in a higher education setting (donor relations)
- Familiarity with assessment tools used in a Student Affairs setting
- Understanding of ethical practices in the context of higher education
- Experience with office procedures in a Student Affairs office setting
- Improved competency in use of basic software applications, such as Excel, Publisher, PowerPoint, Contribute, Adobe, etc.
- Increased understanding of and appreciation for the mission & goals of the WLC
- Increased understanding of leadership education in a higher education setting

Benefits: The GA will ...

- receive very targeted mentoring and pre-professional experience in a supportive yet challenging work environment
- gain access to high-profile guests and visitors and to special events
- have the opportunity to engage in leadership research with potential to present at conference
- increase knowledge of leadership theory, practice and applications
- become more informed of feminist perspectives, women's studies and global issues related to gender status
- enhance skills related to publication development, promotional activities, and event management

Our Graduate Assistants are integral members of the WLC staff, and attend regular staff meetings. They may also participate in related on-campus committees. Bi-weekly one-on-one supervisory meetings assure full communication and collaboration regarding the GA's areas of responsibility.

Qualifications:

Demonstrated and practical experience with office operations and MS Word; successfully managed multiple projects; conducting literature reviews, gathering/synthesizes information into written format according to APA Style; preferred experience with public presentations, event organization, learning theory.

For more information, please contact: Dr. Julia Overton-Healy, Director of WLC, 607.871-2971 overton@alfred.edu

All Student Affairs graduate assistants are expected to coordinate expectations and schedules with academic faculty and employers (if applicable).