WLC GRADUATE ASSISTANT

7.5 hours/week
Reports to the Director of the Women’s Leadership Center
Mission: Promote and maintain the well-being and personal growth of students through counseling services, consultation, outreach, training, and education for to the campus community.

The WLC Graduate Assistant is a research and program assistant. The WLC regularly sponsors research on issues that impact AU women. The GA participates in that research, furthers it, and helps to implement recommendations that flow from that research. Often this involves developing and instituting new programs. Past GA / Graduate Intern responsibilities have included:

- Analyzing Finding the Line survey research about sexual harassment at AU
- Researching, developing, and implementing an assertiveness training
- Designing and interpreting the results of an alumnae survey and organizing a Women’s Leadership Conference for reunion 2008
- Designing a leadership certificate program, with accompanying publicity materials

Learning Outcomes:

- Improved public presentation skills
- Enhanced research and data analysis skills
- Experience with student affairs program development and planning
- Familiarity with assessment tools used in a student affairs setting
- Familiarity with office procedures in a student affairs setting
- Increased understanding of the mission & goals of the WLC
- Increased understanding of leadership education in a higher education setting
- Familiarity with the role of women’s centers nationally
- Familiarity with the Social Change Model of leadership development

Benefits
Whenever possible the GA will attend – and present at – local, state, and national conferences. In the past, WLC Graduate Assistants / Graduate Interns have presented at regional and statewide AAUW conferences, a national NASPA conference, and the Western New York Student Leadership Conference.

Our Graduate Assistants are integral members of the WLC staff, and attend weekly staff meetings. They may also participate in related on-campus committees such as the Bias Response Team. Weekly one-on-one supervisory meetings assure full communication and collaboration regarding the GA’s areas of responsibility.

For more information, please contact:
Amy Jacobson, Director
Women’s Leadership Center
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All Student Affairs graduate assistants are expected to coordinate expectations and schedules with academic faculty and employers (if applicable).