**GRADUATE ASSISTANT FOR THE BROMELEY-DAGGETT EQUESTRIAN CENTER**

7.5 hours/week
Reports to the Director of the Equestrian Center

**Description:** The Graduate Assistant assists the director in maintaining a social media presence for the many events at the Center, assists in marketing and promoting the program, and provides general assistance on a wide range of tasks. Depending on interest, the GA may also assist in developing our equine assisted psychotherapy program or in assessment work.

**Responsibilities:**
- Assist the director with maintaining the Equestrian Center Facebook, Instagram and YouTube channels.
- Follow up on interviews, tours and emails from prospective students, including sending thank you notes and answering questions.
- Assist the director in researching Equine Assisted Psychotherapy programs at other schools. Depending on interests and skills, may assist director more comprehensively in program exploration.
- Assist in marketing the program using possible advertising opportunities in trade publications
- Assemble setup for vendor tables at outside events such as Equine Affaire
- Depending on interests and skills, may assist director with assessment.

**Learning Outcomes:** Over the course of the semester, the GA will:
- Engage in program promotion using social media and traditional print media
- Learn to work as part of a team to meet broad departmental goals
- Learn to prepare, conduct and analyze qualitative and quantitative assessment projects*
- Understand the elements involved in starting an Equine Assisted Psychotherapy program*

*depending on interests/skills.

**Benefits:**
This is a 7.5 hour/week assistantship which provides a half-tuition aid award. The GA will be invited to department staff meetings if schedule permits, and will be invited to all Student Affairs general professional development on-campus opportunities.

For more information, please contact:
Nancy Kohler, program director
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*All Student Affairs graduate assistants are expected to coordinate expectations and schedules with academic faculty and employers (if applicable).*