7.5 hours/week
Reports to the Director of the Women’s Leadership Center

The WLC Graduate Assistant (GA) serves as a general assistant to support various initiatives of the WLC, which may include academic research, campus/community programming, and the Women’s Leadership Academy (WLA). GA responsibilities may include:

- Provide regular and consistent office management support, including answering phones, making appointments, reserving motor pool, rooms, technology and catering for events, managing mail correspondence, managing reservations for the use of the JLC space, assisting with set up and take down of events, confirming travel details of guests, etc.
- Review and provide instructional and corrective feedback to reflective essays and other learning documents submitted by members of the WLA.
- Track completion data for members of the WLA and prepare all documentation for those who fulfill WLA requirements in the academic year.
- Organize annual WLA graduation event, including guest speaker, invitation list, catering, etc.
- Assist with preparation for special events, including Women of Influence speaker series, skills workshops, Reunion weekend, WLA capstone events, Advisory Board meetings.
- 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
- Support activities for which the WLC partners with campus entities (i.e. Athletics, Admissions, 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 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
- Familiarity with assessment tools used in a Student Affairs setting
- Understanding of ethical practices in the context of higher education
- Experience with office procedures, and improved competencies in MS Office.
- Increased understanding of and appreciation for the mission & goals of the WLC

Benefits: The GA will ...
- receive very targeted mentoring and pre-professional experience in a supportive yet challenging work environment
- 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
- gain access to high-profile guests and visitors and to special events

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).