

## SAAHE 2008-2009 Graduate Assistant Position

**Department:** Gender Issues Education Center

**Position Title:** Graduate Assistant

The **Goals** for a graduate assistant in this position are:

1. To learn the mission and operations of this department,
2. To translate student learning and student development theory into practice in a reciprocal relationship between coursework and field-based experiences,
3. To develop professional demeanor,
4. To participate in professional development opportunities,
5. To learn to appreciate a multicultural perspective and the value of diversity,
6. To provide job services for the employing department, and
7. To assist with the funding of the student's education.

**Experiences** that a graduate assistant will have in this position (please list):

- Serve as a resource for matters relating to gender identity and expression, gay, lesbian, bisexual, and transgender students (GLBT), as well as their allies.
- Develop, coordinate, and present educational programs for living communities, student organizations, classes, and the campus community on the aforementioned issues
- Assist in the planning and implementation of office-related events, such as Celebrate Bisexuality Day, Intersex Awareness Day, GLBT Health Awareness Week, Coming Out Week, and Gay Awareness Week.
- Assist with special projects, such as public relations (web site, publicity, passive programming), editing GIEC resource materials, and researching data pertaining to the campus climate for GLBT students.
- Staffing the Center and resource tables during office hours.
- Assist with the coordination of support efforts and for GLBT students.
- Assist with the advising of GLBT students and organizations.
- Membership on committees such as the Diversity Awards Committee, Sexual Violence Task Force, and advising committees for offices on campus.
- Other duties as assigned.

**Learning Outcomes** that the student may experience in this assistantship:

Primary	Secondary	
X	<input type="checkbox"/>	Understand and utilize university and student affairs resources
X	<input type="checkbox"/>	Participate in a variety of collaborative and cooperative experiences to learn the value of teamwork
<input type="checkbox"/>	X	Develop a mentor relationship with professionals and students
<input type="checkbox"/>	X	Understand university and organizational politics and utilize them in positive ways
X	<input type="checkbox"/>	Learn techniques and methods of assessing, designing, and implementing interventions with individuals and groups.

## **Learning Outcomes, continued**

Primary	Secondary	
X	<input type="checkbox"/>	Understand the organization and administration of this student affairs department
<input type="checkbox"/>	X	Use appropriate assessment, evaluation, and research methodologies for the field of student affairs
X	<input type="checkbox"/>	Develop critical thinking and decision-making skills
X	<input type="checkbox"/>	Develop problem-solving skills
<input type="checkbox"/>	X	Use educational technology and computer software applications (examples: Publisher, Pagemaker, Dreamweaver, Front Page for flyers, web pages)
X	<input type="checkbox"/>	Develop teamwork skills and the ability to interact successfully within peer and student groups
X	<input type="checkbox"/>	Develop group facilitation skills
<input type="checkbox"/>	X	Understand leadership styles of one's self and others and how these styles interact
X	<input type="checkbox"/>	Work with students and professionals from a variety of backgrounds
<input type="checkbox"/>	X	Develop advising skills with individuals and groups of students
<input type="checkbox"/>	X	Practice the use of appropriate counseling techniques to assist students
X	<input type="checkbox"/>	Develop skills to manage the prioritization of professional and personal responsibilities
X	<input type="checkbox"/>	Work with event coordination in all aspects of program preparation
<input type="checkbox"/>	X	Understand personal career management through involvement in professional organizations, professional mentoring and personal evaluation

**Salary/Compensation** for a \_\_\_\_ 10 or X 12 month (summer employment contingent upon funding availability and performance), 20 hour per week position include:

- X University Health Insurance (90 day waiting period)
- X Salary: \$11.54 per hour - 20 hours per week
- X Other benefits: funding for work related travel  
In state tuition

### **Contact Information:**

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