



# ECU

## WOMEN AND GENDER OFFICE

### GRADUATE ASSISTANTSHIP: WOMEN & GENDER OFFICE

#### PROGRAM OVERVIEW

The Women and Gender Office at East Carolina University strives to cultivate a supportive, safe, and affirming environment for women, all genders, and gender equity allies in the ECU community. As a new office on campus within Intercultural Affairs, the WGO approaches inclusive programming through guiding values of advocacy, celebration, and education.

#### THE UNIVERSITY

East Carolina University is a constituent institution of the University of North Carolina System and has an enrollment of nearly 29,000 students, making it North Carolina's third largest institution of higher learning. The main campus is adjacent to uptown Greenville, NC, a city of over 92,000 people. Greenville is the hub of the eastern North Carolina coastal plains and a business, medical, and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, within easy driving distance of coastal resorts and the Outer Banks.

#### REQUIREMENTS FOR CANDIDACY

Applicants should possess a bachelor's degree and admission (or anticipated admission) in an accredited degree-granting graduate program at East Carolina University. Additionally, all applicants should be in good conduct and behavior standing with East Carolina University, as well as local, state, and federal laws. Qualified applicants should exhibit excellent oral and written communication skills, interpersonal and organization skills, possess some knowledge of women and gender issues, intersectionality, and engaging with difference. Preferred candidates will also be detail-oriented, exercise high-levels of independent judgment, strong facilitation skills, and have experience utilizing technology and social media such as: Engage, online reporting tools, and Microsoft Office.

#### SCOPE OF POSITION

This position, awarded to a registered graduate student in good standing with the University, will work within the Women and Gender Office to provide administrative and advisory support to signature educational programs. The Graduate Assistantship is based upon a flexible weekly and weekend schedule of approximately 20 hours per week during the academic semesters; the GA expected to maintain a GPA of at least 3.0. The Associate Director of the WGO is the Graduate Assistant's immediate supervisor.

As a result of this Graduate Assistant position, student will have the opportunity to gain the following core competencies based on the ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners:

- **Advising and Helping:** Addresses the knowledge, skills and attitudes related to providing counseling and advising support, direction, feedback, critique, referral, and guidance to individuals and groups.
- **Personal Foundations:** Involves the knowledge, skills and attitudes needed to maintain emotional, physical, social, environmental, relational, spiritual, and intellectual wellness; be self-directed and self-reflective; maintain excellence and integrity in work; be comfortable with ambiguity; be aware of one's own areas of strength and growth; have a passion for work; remain curious.
- **Leadership:** Addresses the knowledge, skills and attitudes required of a leader, whether it be a positional leader or a member of the staff, in both an individual capacity and within a process of how individuals work together effectively to envision, plan, effect change in organizations, and respond to internal and external constituencies and issues.
- **Social Justice and Inclusion:** Includes the knowledge, skills, and dispositions needed to create learning environments that foster equitable participation of all groups and seeks to address issues of oppression, privilege, and power.

#### RESPONSIBILITIES

1. Advise Women and Gender Office Signature Programs and Services. This includes but is not limited to: marketing, programming, team development, retreats, on-going education/programs, special events, fundraisers, and grant opportunities.
2. Supervise Women and Gender Office Program Assistants. This includes but is not limited to assisting in the development of student leadership and peer educator positions, selection, training, evaluation and retention of program assistants.
3. Manage office procedures. This includes but is not limited to making the program assistant office schedule, tracking hours and shift switches, organizing and overseeing the Gender Lending Library, and creating protocols and resources.
4. Facilitate workshops, discussions, and presentations on key gender issues such as gender bias, imposter phenomenon, financial literacy and gender gaps, and bystander intervention.

5. Represent the WGO at campus events, tabling opportunities, admissions events such as Open House, and other relevant events where office presence is needed.
6. Oversee marketing development and promotions for services, programs, and workshops and assist with social media management with support of WGO Associate Director and Student Affairs Marketing.
7. Manage the WGO Engage platform- submitting events, creating forms, and uploading photos from programs and initiatives.
8. Assist in the training and evaluation of WGO Program Assistant facilitation skills for workshops and course presentations.
9. Assist in the development, creation, and assessment of workshops and Feminist Friday weekly discussion topics.
10. Serve as a liaison to the Health Sciences campus and provide programs and services for health sciences undergraduate, graduate, and professional student population.
11. Support, meet with, and educate campus constituents and stakeholders such as faculty, staff, committees, and others.
12. Develop undergraduate mentorship opportunities as part of the WGO mentorship initiative for women and gender minorities.
13. Plan, serve as the point of contact, and serve as a student lead on the Women and Gender Office Alternative Break.
14. Communicate Signature Programs updates and specific program needs with Associate Director as needed.
15. Assist in the development of current/new community and campus partnerships and WGO Signature Programs and services.
16. Ensure that Signature Programs are operating in conformity with the standards set forth by East Carolina University and the Student Activities and Organizations Office.
17. Attend and/or present at specific WGO, SIL, Student Affairs, and Gender/Equity related conferences and workshops.
18. Engage in ongoing professional development as provided by Associate Director, the Women and Gender Office, and Intercultural Affairs through regular one on one meetings, staff meetings, retreats, and other opportunities.

## **GRADUATE ASSISTANT EMPLOYMENT DETAILS**

- Expected work dates to be determined through mid-August 2022 to May 2023.
- Stipend of \$9,427.00 for 2022-2023 academic year, which will be paid \$523.72 semi-monthly for eighteen (18) pay periods.
- Tuition and fee scholarship for Fall 2022 semester equal to the rate of a full-time, in-state graduate student. This scholarship does not constitute payment for any services provided and may be renewed for the Spring 2023 semester upon satisfactory work performance and fulfillment of Graduate Assistant position contract requirements.
- Out of State waiver; not applicable.

## **APPLICATION PROCESS**

- To apply for this position please email the following documents to [clelanda18@ecu.edu](mailto:clelanda18@ecu.edu): cover letter, updated resume, and list of two references including name, phone number, and email address. Final candidates will be contacted to arrange a time for a formal interview.
- For additional information about this specific Graduate Assistantship, contact Ashley Harzog, Director of the Women and Gender Office, at (252) 328-2350 or [clelanda18@ecu.edu](mailto:clelanda18@ecu.edu).
- Filling of this position is contingent upon the availability of funds.
- Priority deadline date for applicants is March 4, 2022. .