University of Massachusetts Amherst

On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Internship

Application Deadline: To ensure consideration email your resume, cover letter and application form to gasearchwc@umass.edu by Priority date 4/27/17. However, the vacancy notice will remain posted until the position is filled.

Job Description (No Clerical duties permitted):
Appointment Term: August 27, 2017 to May 26, 2018 (39 weeks)

General Description
The Women of Color Leadership Network (WOCLN) Graduate Intern/Program Assistant will work collaboratively as member of the WOCLN team: provide leadership and supervision of student staff; coordinate programming, and conduct trainings. This internship offers opportunities to: critically apply historical, cultural, political, and/or economic knowledge to experiences of women of color; apply theories of personal development and socialization; intersectionality; gain knowledge and practical experience in project management and event production; and utilize leadership training expertise. The assistant is expected to create interactive and engaging ways to communicate content knowledge and work effectively as part of the leadership and education team. Reappointment is dependent on department need, satisfactory performance evaluation, experience and funding availability.

Duties:
1. Assist the director of WOCLN to recruit, select, train, supervise and evaluate undergraduate staff and volunteers.
2. Design and implement student staff development processes; provide leadership to student staff; and attend and facilitate or co-facilitate weekly student staff meetings.
3. Develop evidence-based curriculum and designs to meet training needs for staff and volunteers. Implement and facilitate or co-facilitate training programs.
4. Collaborate with staff to create and implement diverse and inclusive programs and initiatives, including social programs in collaboration with WOCLN team.
5. Oversee programming initiated by student staff; participate in and/or attend WOCLN programs and events.
6. Implement accurate statistics, learning competencies and assessments related to effectiveness of staff and volunteer training, workshops and educational campaigns.
7. Propose ways to integrate social justice principles into programs, services, policies, processes. Support and meet needs of traditionally underrepresented groups among students of color, i.e., international, LBTQ (lesbian, bisexual, transgender, queer).
8. Maintain one on one weekly supervisory meeting with WOCLN director.
9. Maintain regular posted office hours.
10. Perform other related tasks as assigned.

Supervisor: Hind Mari, Program Director, WOCLN

Compliance Requirements
Graduate students filling assistantships in Student Affairs and Campus Life have specific expectations placed on them as employees of the University of Massachusetts Amherst. Among these is the requirement to fulfill reporting responsibilities as prescribed and required under applicable federal and State laws. These include but may not be limited to requirements under Title IX; Clery Act; FERPA; HIPPA; Massachusetts Conflict of Interest laws. Additionally, this applies to adhering to University policies and agreements (e.g., collective bargaining agreement).

Fulfilling these expectations includes addressing and reporting related violations by students, staff, faculty or others. Related training will be provided to all SACL graduate assistants. These expectations may be amended in conjunction with changes in Federal and/or State mandated reporting requirements, and/or University policies or agreements. Graduate students unwilling to meet these requirements are not eligible for appointment to a SACL graduate assistantship.

Experience Required:
1. Enrollment as graduate student in good standing during entire term of appointment.
2. Eligible for appointment to this assistantship, as determined by the Graduate School.
3. Available to serve the entire assistantship term.
4. Willingness to perform all mandated compliance reporting and related requirements.
5. Graduate student in a degree program within an academic area related to job duties;
6. Demonstrated experience developing and implementing educational curriculum;
7. Experience planning, implementing and assessing large-scale community educational campaigns, including effecting social change;
8. Excellent oral, written and interpersonal communication skills;
9. Demonstrated understanding of best practices for use of social media platforms in educational and outreach settings
10. Familiarity with issues pertaining to diverse women of color;
11. Ability to handle sensitive and confidential information, making the necessary referrals if needed;
12. Ability and willingness to work evening and weekend hours

Preferred Qualifications: Experience in leadership training is preferred.

Additional Information:
Dates of Appointment: From 08/27/17 To 05/26/18

Hours/Wk 20 Stipend $ 25.23

How to Apply: Call ☐ In Person ☐ Submit Resume ☐

Dept. Name: Women of Color Leadership Network Contact Person: Colette Nadeau, Personnel Coordinator, cnadeau@umass.edu

E-Mail contact: gasearchcwc@umass.edu

Bldg. Address: 321 Berkshire House Phone: 413/545-3604