

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 the application form to gasearchCWC@umass.edu by the May 10, 2019 priority date. This vacancy notice will remain posted and applications will be accepted until the position is filled.

Job Description (No Clerical duties permitted):

Student Affairs and Campus Life is committed to providing meaningful assistantship experiences for graduate students, particularly when these experiences enhance SACL priorities and are relevant to the pursuit of a graduate assistant's professional goals. It is within this context that SACL makes this assistantship available.

General Summary of Position

The Women of Color Leadership Network (WOCLN) Program Assistant is responsible for the full implementation and evaluation of a leadership initiative including signature leadership training program designed for women of color. This internship offers opportunities to utilize leadership training expertise, and critically apply historical, cultural, political, and/or economic knowledge to experiences of women and nonbinary people of color. Reappointment is dependent on department need, satisfactory performance evaluation, experience and funding availability. Appointments are for the stated appointment term only and there is no guarantee of appointment renewal.

Duties and Responsibilities

1. Develop and execute implementation plan for leadership initiatives and the leadership series to include partnerships, advertising and outreach plan, and success criteria.
2. Create and implement a comprehensive outreach plan to meet attendance participation goals.
3. Maintain dynamic, mutually beneficial partnerships to maximize the benefits of the program to participants.
4. Conduct assessment to ensure goals and student learning outcomes are met for each session and for the overall series.

5. Develop a comprehensive final report to discuss and analyze various aspects of the program to include: process, evaluation, assessment, strengths of the program and recommendations for future implementations.
6. Participate in the leadership of WOCLN initiatives and team management.
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.
8. Maintain one on one weekly supervisory meeting with WOCLN director.
9. Maintain regular posted office hours.
10. Perform other related tasks as assigned.
11. Position requires significant evening and weekend hours.
12. Participate in SACL GA training on August 27, 2019.

Supervisor: Hind Mari, WOCLN Program Director

Compliance Requirements

Graduate students filling assistantships in Student Affairs and Campus Life (SACL) 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. Experience in leadership training is required.
6. Demonstrated experience developing, implementing and assessing educational curriculum;
7. Excellent oral, written and interpersonal communication skills;
8. Demonstrated understanding of best practices for use of social media platforms in educational and outreach settings
9. Familiarity with issues pertaining to diverse women and nonbinary people of color;
10. Ability to handle sensitive and confidential information, making the necessary referrals if needed;
11. Ability and willingness to work evening and weekend hours as necessary.

PREFERRED

Graduate student in a degree program within an academic area related to job duties.

Additional Information:

Dates of Appointment: From 08/25/2019 to 5/23/2020

Hours/Wk 20 Stipend \$ 30.33

How to Apply: Application

Dept. Name : Women of Color Leadership Network Contact Person: Samantha Myburgh, Administrative Assistant, smyburgh@umass.edu

E-Mail contact: gasearchCWC@umass.edu

Bldg. Address: Phone: