Thank you for your interest in the Student Affairs Graduate Assistantship Opportunities associated with the M.Ed. Student Affairs program through the University of Utah Department of Educational Leadership and Policy. The following Graduate Assistantships are available for application during the 2016-17 department application cycle.

There are three primary groups of positions available: (1) Positions located within University of Utah Student Affairs departments, (2) Positions located at other higher education institutions within the Salt Lake City area, and (3) Positions in University of Utah Housing & Residential Education (HRE).

Anticipated openings within the University of Utah Student Affairs departments include:

- Career Services
- Center for New Student & Family Programs: GA for New Student Programs
- Center for New Student & Family Programs: GA for Parent & Family Programs
- International Student & Scholar Services
- Student Leadership & Involvement: GA for Programming
- Student Leadership & Involvement: GA for Student Groups
- A. Ray Olpin Union (2 positions)
- Veterans Support Center

The above GA positions include an estimated stipend of $14,500 for the academic year and includes a full tuition waiver. Positions are for one year, with the opportunity for renewal for a 2nd year.

Anticipated openings at other higher education institutions:

- Weber State University (WSU) Women’s Center, Ogden, UT

The WSU GA position does not carry a tuition waiver, however the stipend is increased to $16,000 with an anticipated $900 of professional development funds available. Weber State University is located in Ogden, UT approximately 50-60 minutes North of Salt Lake.

Positions in University of Utah Housing & Residential Education (HRE):

Application for positions within Housing & Residential Education are handled through a separate process. Candidates can learn more about HRE’s timeline at http://housing.utah.edu/life/employment/graduate-employment.php and can apply for HRE positions at https://utah.peopleadmin.com/postings/46858

Detailed position descriptions (excluding Housing) are included below.
University of Utah Career Services Graduate Assistant Description

We’re excited that you’re interested in a career in Student Affairs and we strongly feel that a graduate assistantship in Career Services will greatly prepare you as a future Student Affairs professional. One of our previous Graduate Assistants, who has now found a career in Career Services, stated, “Working in Career Services as a GA helped me incorporate my personal passions into work that impacted the entire campus in a meaningful way. I learned so much during my time at Career Services in a role that gave me significant challenges and opportunities while providing the support I needed to be successful.” All graduate assistants in our office are guaranteed intentional supervision with a full-time professional staff member, weekly one-on-one meetings with their supervisor, and professional development and support from a welcoming team of full-time and part-time staff.

Based on the successful completion of a GA’s first year with Career Services, we are committed to offering graduate assistants a second year assistantship. Career Services is committed to the success and professional development of our GA’s, and we treat graduate assistants as if they are full-time staff members. We will work tirelessly to ensure that you are gaining the skills and experiences with our office, which will help you to be the most successful in your future career outcomes. We have previously hired several GA’s after the completion of their assistantship, and if we do not have an opening available, we are committed to helping our GA’s find opportunities of interest, wherever that might be. We are firmly committed to your success in our office, as well as to your future career as a Student Affairs professional.

Our Key Areas of Responsibility and Development:

- **Career Coaching** - After training, you will have the opportunity to self-select a population of students you would like to work with the most. You will be supervised and mentored by the professional Career Coach working with students in this same major/college. Appointments range from students who are seeking help exploring their career options, to crafting a resume that will showcase their skills, to connecting them with employers. You will learn to work with students in a variety of different stages of their career development and exploration.

- **Campus Collaboration** – partner with 1-2 campus departments to coordinate programs, events, and resources that will increase Career Services’ presence on campus.

- **Event Planning** – co-chair our Graduate School Fair where you’ll coordinate logistics, plan marketing, and collaborate with other institutions in the state.

- **Take an active role** – in 1 Career Services office committee of choice, based on your interest.

When you accept a GA in Career Services, you are making a commitment to engage in **continuous professional skill development (see below)**. Our goal for each GA that joins our team is to prepare them for a successful transition into a professional student affairs career.
Career Services has a strong history of successful outcomes for the GA’s who join our team!

Our Key Areas for Skill Development:

- **Presentation skills** – through workshops, staff development topics, conference attendance, conveying your ideas to staff, and presenting yourself to career services stakeholders.
- **Professional networking** - the opportunity to establish a broad network of career services, student affairs, and HR professionals through attending and presenting at professional conferences, staff development in-service trainings, retreats, and other outreach assignments.
- **Coaching, advising, and mentoring skills** – through one-on-one student coaching, assigned mentoring, staff development and professional trainings.
- **Time management skills and the ability to multi-task** – through committee involvement, event planning, assigned projects, and engaging in multiple concurrent roles.
- **Working in a diverse environment** – through learning to embrace difference in the students you work with, understanding your own identity development via personality assessment, and supporting diverse student groups.
- **Contributing to a team** – through participating in a Career Services Committees, contributing to our common goals, learning your role as part of large collaborative events (e.g. career fairs), and leading and supporting teams within your assignments.
- **Embracing change** – through the dynamic and changing professional area of career services, the interaction with employers and their expectations, facilitating student programing, and learning to recognize change as an opportunity for improvement.

We have 5 department committees - Assessment, Education and Development, Internships, Employer Relations, and the Marketing Committee – that you can join, and we ask our GA’s to at the least join one of these committees, as your input into our programs and processes is integral. Each committee has a range of assignments and projects where you can further your skills in those areas. We also have varied internal projects and assignments that vary year-to-year that you can tackle. We also take professional development very seriously, and we have career coaching trainings multiple times a semester, as well as professional development on a variety of topics the first Thursday of each month during staff meeting, and all of these will be available to you to participate in.

This is an outstanding opportunity to not only apply the knowledge you’re gaining in the ELP program but to challenge yourself and grow stronger as a Student Affairs professional. Upon graduation, you’ll leave with a strong foundation in the application of student development theory, programming, and assessment that will serve you anywhere you go. For more information on Career Services and graduate assistantship opportunities, please contact Kelly Dries at kdries@sa.utah.edu or visit careers.utah.edu.

We hope to get to work with you soon!
Graduate Assistant | Position Descriptions

Mission Statement
The Center for New Student & Family Programs welcomes each new University of Utah student and their family and connects them to personalized support and meaningful opportunities by promoting academic excellence and successful transitions.

The Center for New Student & Family Programs believes each University of Utah student deserves to have a college experience that instills a love for their alma mater. To create an environment that promotes this and student success, our staff provides key programs and activities focused on orientation, transition, and retention. These include intentional orientation programs, first-year student programs, transfer student programs, parent and family programs, and communications. Through these key activities, our staff aspires to create an environment where all students feel valued for and empowered by their unique talents and identities, find a sense of belonging and support, and have positive social and emotional experiences that lead to personal growth and academic success. We understand that this impact cannot be facilitated by one team alone and so aim to inspire a shared vision with students, their families, campus partners, and other agents who want to foster student success.

Core Values
Embrace and Drive Change | Pursue Growth and Learning | Be Passionate, Committed, and Fun
Advocate for Social Justice | Work as a Team, Build a Family

About Us
NSFP has the primary focus of assisting new students and their families as they transition to the University through comprehensive programs that take place throughout the calendar year. This includes New Student Orientation, Swoop Camp Extended Orientation, Welcome Week, First-Year Programs, Transfer Programs, and Parent & Family Programs. To support these efforts, NSFP hires three Graduate Assistant positions that work as part of the professional team within the office. These positions provide graduate students interested in the field of higher education with a practical setting to apply the theories and knowledge they are learning through their coursework. Open positions for 2016-2017 are described below.

Position 1: Graduate Assistant for New Student Programs

The Graduate Assistant for New Student Programs takes on a professional role within NSFP and supports all areas of the office. The GA is given the opportunity to contribute ideas and shape all aspects of NSFP programs. Specifically, this GA works with New Student Orientation, Swoop Camp, Welcome Week, Campus Life Mentors, and the First-Year Newsletter. In this role, the GA
will have the opportunity to impact the development of undergraduate student leaders and aid in the orientation, transition, and retention of new students.

The GA for New Student Programs reports directly to the Assistant Director, and has supervisory responsibility for up to 40 undergraduate student leaders. This GA position will be expected to work 20 hours per week during the 2016-2017 academic. Start and end dates are flexible, but preference will be given to candidates who can begin on or before August 10, 2016. Additional details and expectations are provided below.

**Qualifications:**
- Completion of a bachelor’s degree from an accredited institution
- Acceptance into a University of Utah master’s program (preference to ELP Student Affairs)
- Previous experience with orientation, new student programs, leadership, advising, programming, student activities, or related area
- Previous experience with training and/or supervision is preferred
- Must demonstrate a strong work ethic and be willing to work the expected and unexpected hours necessary to implement successful NSFP programs
- Must display enthusiasm, pride, and school spirit for the University of Utah
- Must be committed to having a new learning experience, exploring ideas of social justice, and actively seeking knowledge in new areas of higher education
- Must have the ability to work in a fast-paced, distracting environment while maintaining a positive attitude and sense of humor

**Expectations:**

**General NSFP Expectations**
- Serve as a staff member within NSFP, and as such represent the office, the Division of Student Affairs, and the University of Utah with professionalism and good judgment
- Integrate NSFP Core Values into daily work and interactions
- Develop positive working relationships with all full-time, graduate, and undergraduate NSFP staff
- Hold regular office hours at least four days a week
- Participate in ongoing professional development, attend NSFP staff meetings, complete NSFP and Student Affairs diversity training modules, and support Enrollment Management initiatives
- During academic year, support all NSFP programs and actively engage in New Student Orientation sessions for students starting in spring and summer semesters
- During summer, assist in the implementation of all New Student Orientation sessions for students starting fall semester (separate position description will be shared before summer)
- Work other duties as assigned

**Swoop Camp Expectations**
- Serve on Swoop Camp Leadership Team
- Assist with the recruitment, selection, training, and supervision of undergraduate Swoop Camp Coordinator and undergraduate Swoop Camp Captains
- Help plan all aspects of Swoop Camp, including marketing, logistics, curriculum, programming, implementation, and assessment

**Welcome Week Expectations**
- Serve on Welcome Week Steering Committee
- Take ownership for implementation of specific projects within Welcome Week as assigned
• Assist with signature events: Out-of-state Student Social, New Student Welcome and Block U Class Picture

**Campus Life Mentor Expectations**

- Assist in the recruitment, selection, training, and supervision of up to 40 undergraduate Campus Life Mentors
- Oversee the recruitment and placement of new students in the CLM program
- Help plan curriculum for CLM Retreat and Peer Mentor Institute
- Develop CLM calendar, including the CLM Kickoff Event and monthly large-scale programs
- Lead the efforts related to attendance, reporting, and assessment for the CLM program

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### Position 2: Graduate Assistant for Parent & Family Programs

The Graduate Assistant for Parent & Family Programs takes on a professional role within NSFP and supports all areas of the office. The GA is given the opportunity to contribute ideas and shape all aspects of NSFP programs. Specifically, this GA works with the Orientation Team, New Student Orientation, Parent Orientation, Parent & Family Weekend, Moms & Dad’s Night, and the Parent Newsletter. In this role, the GA will have the opportunity to impact the development of undergraduate student leaders and aid in the orientation, transition, and retention of new students.

The GA for Parent & Family Programs reports directly to the Assistant Director, and has supervisory responsibility for up to 40 undergraduate student leaders. This GA position will be expected to work 20 hours per week during the 2016-2017 academic. Additional details and expectations are provided below.

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**Qualifications:**

- Completion of a bachelor’s degree from an accredited institution
- Acceptance into a University of Utah master’s program (preference to ELP Student Affairs)
- Previous experience with orientation, new student programs, leadership, advising, programming, student activities, or related area
- Previous experience with training and/or supervision is preferred
- Must demonstrate a strong work ethic and be willing to work the expected and unexpected hours necessary to implement successful NSFP programs
- Must display enthusiasm, pride, and school spirit for the University of Utah
- Must be committed to having a new learning experience, exploring ideas of social justice, and actively seeking knowledge in new areas of higher education
- Must have the ability to work in a fast-paced, distracting environment while maintaining a positive attitude and sense of humor

**Expectations:**

**General NSFP Expectations**

- Serve as a staff member within NSFP, and as such represent the office, the Division of Student Affairs, and the University of Utah with professionalism and good judgment
- Integrate NSFP Core Values into daily work and interactions
- Develop positive working relationships with all full-time, graduate, and undergraduate NSFP staff
- Hold regular office hours at least four days a week
• Participate in ongoing professional development, attend NSFP staff meetings, complete NSFP and Student Affairs diversity training modules, and support Enrollment Management initiatives
• During academic year, support all NSFP programs and actively engage in New Student Orientation sessions for students starting in spring and summer semesters
• During summer, assist in the implementation of all New Student Orientation sessions for students starting fall semester (separate position description will be shared before summer)
• Work other duties as assigned

Orientation Expectations
• Assist with the recruitment, selection, training, and supervision of Orientation Leaders
• Assist with the implementation of OL Retreat and OL Training
• As needed, assist with the instruction of Leadership 3960

Parent & Family Programs Expectations
• Help plan and implement Parent & Family Weekend in the fall
• Help plan and implement multiple Moms & Dads Nights events during the academic year
• Attend fall and spring Parent Association Executive Committee Meetings
• Manage the development and revision of all publications serving parent and family members, including weekly electronic newsletter, calendar, handbook, and Facebook page

Welcome Week Expectations
• Take ownership for implementation of specific project within Welcome Week as assigned
• Assist with signature events: Parent Move-In, Pioneer Your First Year, Parent Association Luau, New Student Welcome, Block U Class Picture

Timeline of Important Dates 2016-2017 (subject to change):
TBA, will be shared at ELP Interview Days

Compensation:
Each GA position will be compensated through an academic year stipend of $7,250 per semester, which will be paid on the 7th and 22nd of each month August-May. Additional professional development funds may be provided at the discretion of the NSFP Director. It is expected that these funds will be $750 for first-year graduate students.

For any questions regarding this Graduate Assistantship, please email John Michael Pantlik at jmp@sa.utah.edu.

The Center for New Student & Family Programs complies with the University of Utah’s Nondiscrimination and Disability Access Statement. Hiring is based on the successful completion of a background check.
Overview
The International Student & Scholar Services office, a division of the University’s central Office for Global Engagement, offers a Graduate Assistantship for ELP Masters students with a strong desire to learn about a broad range of international education issues and gain experience working with diverse populations. ISSS is a fast-paced, multi-faceted office which supports and advises nearly 3,000 international students and scholars from over 80 countries. The position will enhance the GA’s understanding of international education, student development, advising, and programming through practical experiences in the International Student and Scholar Services office.

Key Skills You’ll Need:
• Strong organizational skills and attention to detail
• Willingness to take initiative and work independently
• Excellent follow through skills
• Clear, professional, and open communication style

Skills You’ll Develop
• Intercultural awareness; awareness of issues impacting international students
• Programming for diverse groups
• Leading and mentoring student leaders
• Basic immigration policy knowledge
• Intervention and crisis management (2nd year)
• Event planning and program execution

Duties and Responsibilities
ISSS engages in comprehensive support for international students & scholars, allowing GAs opportunities in a variety of areas of interest including: orientation, student programming, advising, student leadership development, assessment, crisis management, immigration policy, diversity issues and initiatives, retention initiatives, intercultural communication and more.

The ELP GA’s primary responsibilities include participating as a member of the Orientation team, assisting with planning orientation programs and activities for Fall, Spring and Summer semesters. Sample duties include:

• Planning events, including arranging space, themes, food, and staffing
• Logistics: planning and preparing in order to ensure orientation goals and requirements are met
• Communication: promoting International Orientation activities, coordinating participation from campus partners, disseminating information to campus and community partners and International Orientation participants.
The GA also takes a lead role in organizing and supervising the International Ambassador Program. The International Ambassadors are a group of approximately 25 students who welcome, mentor, and communicate with new international students. Sample duties include:

- Assist with recruitment, selection, and training of iAmbassadors
- Manage day-to-day program logistics: communication and follow up, event planning, and information tracking
- Design and conduct assessment to ensure program goals are met

In addition to the primary responsibilities listed above, the GA will choose from a number of other areas of activity based on her/his personal interests and in consultation with ISSS staff. Finally, the GA will also learn the basics of immigration regulations and advising and an overview of SEVIS (Student and Exchange Visitor Information System), and participate in the front line service team on a limited basis.
Overview:
The Associated Students of the University of Utah (ASUU) is the student government representing all 30,000+ undergraduate and graduate students. ASUU is structured with an executive cabinet of an elected president, vice president, senior class president and their appointed board directors, an Assembly of 48 and a Senate of 17 elected student representatives from the various colleges, and a Supreme Court. Five professional staff members serve as advisors to the various bodies of ASUU and fall within the department of Student Leadership & Involvement. This position’s focus will be within the executive cabinet of ASUU, working with appointed student directors programming events, initiatives, and activities for students at large. This position is ideal for individuals seeking experience in student activities who thrive in a fast paced environment.
This position will report to Erica Andersen, ASUU Programming Advisor.

Position Responsibilities:

- Serve as event planning advisor and coach for the Rock the U Board, Sustainability Board, and Community Service Board.
- Advise the Rock the U student director in their coordination of the Rock the U Dance Marathon
- Advise the Sustainability student director in their coordination of the Recycle Rice Eccles program during Football season and other sustainability initiatives in the spring.
- Advises the Community Service Board student in their program coordination (Blood Drives, integrated service projects, and more).
- Creates target outreach and marketing efforts specific to all ASUU events in collaboration with relevant on and off campus partners (IE: academic affairs/faculty, student organizations, etc.)
- Assist the Programming Advisor in supporting other ASUU programming efforts led by other boards, as needed.
- Other duties as assigned.

Minimum Qualifications:

- Bachelor’s Degree required
- Documented enrollment in current graduate program at University of Utah
- Experience in student leadership, student activities and/or student government
- Willingness to work some evenings and weekends
- Working knowledge of computer word processing, use of data base systems, and implementation of technology as a communication tool preferred

Contact Information:
For more information about this assistantship, please contact the following.
Erica Andersen, ASUU Programming Advisor, 801-581-2788, eandersen@asuu.utah.edu
Overview:
The Associated Students of the University of Utah (ASUU) is the student government representing all 30,000+ undergraduate and graduate students. ASUU is structured with an executive cabinet of an elected president, vice president, senior class president and their appointed board directors, an Assembly of 48 and a Senate of 17 elected student representatives from the various colleges, and a Supreme Court. Five professional staff members serve as advisors to the various bodies of ASUU and fall within the department of Student Leadership & Involvement. This position’s focus will be on the management and support of approximately 600 student groups, as well as advising and working with appointed student leaders in the Executive Branch. This position is ideal for individuals seeking experience in student activities who thrive in a fast paced environment. This position will report to Tom Hurtado, Associate Director for ASUU.

Position Responsibilities:
• Provides day to day maintenance of OrgSync website
• Coordinate student group registration process, including reviewing reactivation submissions
• Advise the Campus Relations Board for ASUU
• Creates and distributes the monthly student group newsletter
• Provides over the phone and email support for student groups
• Coordinates advisor training sessions
• Assists with presentations to student group advisors/student groups
• May assist front office staff and Finance Board with special projects, as needed
• Participates in ASUU events as a professional staff member, as needed
• Other duties as assigned

Minimum Qualifications:
• Bachelor’s Degree required
• Documented enrollment in current graduate program at University of Utah
• Experience in student leadership, student activities and/or student government
• Willingness to work some evenings and weekends
• Working knowledge of computer word processing, use of data base systems, and implementation of technology as a communication tool preferred

Contact Information:
For more information about this assistantship, please contact the following.
Tom Hurtado, Associate Director for ASUU, 801-581-2788, thurtado@asuu.utah.edu
The A. Ray Olpin Union is the community center of campus that complements the academic mission of the University. The Union cultivates an environment that serves students by providing social, cultural, leadership and co-curricular opportunities. The Union values diversity and promotes a safe and welcoming atmosphere where students are inspired to realize their potential.

It is with our mission statement in mind that we have created graduate assistantships that will provide experiences and opportunities which expose the student to real life work experience toward their career goals within Student Affairs. The areas we focus on in the Union are as follows:

1) **Fund Raising and Development** – This position interacts with all three Union Directors and focuses on creating opportunities to bring in funds for leadership scholarships, the Union Art Gallery, sustainability and other opportunities for the Union. It includes grant writing and research, interaction with the web development committee, and possible outreach through newsletters. The graduate student will assist in development of a database to be used for outreach and education about the Union and its role in the university community.

2) **Reservations/Facilities** - The Union has approximately 21 rooms, including a large Grand Ballroom, a theatre and the Union Patio and free speech areas for outdoor events. We serve the entire University population as well as outside organizations. The graduate student would work closely with the reservations coordinator and act as a liaison with student clubs and organizations as they plan and execute their events. You will also become familiar with the Union and its inner workings.

3) **Programming** – This assistantship allows the graduate student to co-advisae the Union Programming Council student leaders as they learn to program events within the Union. These events range from large scale programming for 4000 + students, to smaller, more focused activities that reach out to various student populations. The goal is to assist the student leaders in developing their planning and organizing skills, interpersonal development, managing an event budget, and recruitment and retention for the Union Programming Council.

4) **Operations** – The focus is to have exposure to all the day to day operations that make the building function. This includes understanding and assisting with development of the operational budget for the building, interaction and annual training of the student staff, as well as helping to increase traffic and programming in the Crimson Commons area. It has been expanded to include safety and evacuation procedures for all residents.

The Union typically has four graduate assistantships positions, but typically only has two openings each year. If you have any questions, please feel free to call 801-585-0630 or email Branden at bdalley@sa.utah.edu.
Graduate Assistant Position Description

The University of Utah’s Veterans Support Center has the primary responsibility of supporting the Veteran in the transition into the university and insuring successful completion of the student Veterans educational goals. Additionally the Center advocates for student Veterans on campus, coordinates the integration of Veteran specific requirements with the administration, and provides input to policy development at the University of Utah and state Veteran entities.

The Veterans Support Center Graduate Assistant will assist the Director of the Veterans Support Center with gathering and analyzing data regarding student Veterans’ demographics, performance, services, and benchmarks with other institutions. Moreover, the GA will be responsible for conducting research, including analysis and recommendations from the findings of the student Veterans surveys, interviews, student performance, and data to increase the effectiveness of existing support programs.

Under the direction of the Director of the Veterans Support Center, the GA will be trained to provide direct assistance to Veterans, active military students, and dependents providing updated information to students and departments, establishing and maintaining relationships with UofU departments and community agencies that serve Veterans, outreach with student Veterans and their family members, and involvement with the student Veterans organization.

The focus is on creating a receptive and welcoming environment conducive to successfully graduating Veterans from the University of Utah. Projects will focus on, but not be limited to:

- Female Veterans
- Graduation and Retention rate improvement
- Faculty and staff education
- Development of support programs (peer-to-peer counseling, tutoring, etc.)
- Quantifying student Veteran performance and development of metrics

Qualified applicants will meet the following criteria:

- Be a full-time graduate student at the University of Utah
- Pursuing a U of U degree in Education Leadership and Policy
- Be prepared to work no more or less than 20 hours per week
- Veteran of the US military desired but not required
- Excellent written and verbal communication skills
- Possess good organization skills.
- Able to work independently and as part of a team.
- Able to work with people from a variety of backgrounds.
- Experience working with MS Office programs.

Compensation will be computed at the standard University of Utah rate for graduate research assistants. Questions should be referred to Roger L. Perkins, Director, Veterans Support Center. (rperkins@sa.utah.edu or 801-587-7722)
Graduate Assistantship: Weber State University Women’s Center

Mission:
The Weber State University Women’s Center works diligently every day to strengthen and improve the lives of women, children, and their communities through empowering, advocating, educating, and increasing pathways to resources on campus and within the larger Weber and Davis communities.

In all our work we strive to provide opportunities for leadership, growth, and academic success. Special attention to focused on women who face additional challenges due to their race, nationality, class, sexual orientation, gender identity, religion, age, and physical or mental ability.

We are committed to the ongoing integration of, and emphasis on, power and privilege across the core components of our work, in recognition of how gender intersects with other points of identity. For more information about the Women’s Center and the work that we do please visit our website at weber.edu/womenscenter.

The Women’s Center is looking to hire a Graduate Assistant (GA) to provide Advising Services and assist with our new Safe@Weber Violence Prevention Program.

20 hours a week
Advising Duties: 30%
As an advisor, the GA will meet one-on-one with specifically returning and/or nontraditional women students, single mothers, referral students from other offices, and women seeking additional support and mentorship for a variety of reasons. Advising sessions are typically one hour long and include the following:

• Help navigating and overcoming various barriers including child care, food access, employment, finances, long-term plans, etc.
• Information regarding university admission and enrollment
• Information regarding general university scholarship application and Women's Center scholarships
• Assistance completing scholarship application and FAFSA
• Introduction/referrals to various student affairs offices and relevant community partners
• Assistance finding and connecting student with academic advisor
• Follow-up contact and on-going support as needed
• Assessment of advising services through survey tool

Safe@Weber Duties: 70%
Under the leadership and direction of the Director and oversight from the Advocate and Programs Specialist, the GA will provide prevention education, training, and services related to sexual assault, domestic violence, dating violence, and stalking to the Weber State University campus.

The GA will be prepared to encounter disclosures of sexual assault and relationship violence. Although this position is not intended to work with or provide victim services/response, the GA will be trained to direct individuals who disclose sexual
assault related experiences to the Women’s Center Advocate and other appropriate campus or community resources. The position may require night and weekend work.

40% Student Learning: Outreach & Education
• Direct and lead comprehensive peer education programs, focused on sexual violence prevention at Weber State University
• Recruit, train, and advise and mentor student peer educators to implement primary prevention curricula with identified populations within the Weber community
• Facilitate one time programs, panels, and events to support awareness raising and community readiness

10% Communication and Engagement
• Direct and lead education and awareness efforts involving information and social marketing around issues of violence prevention at Weber
• Develop and implement visibility for sexual violence prevention and bystander education including printed materials, and social media
• Attend trainings for developing new knowledge and skills associated with sexual violence prevention

10% Assessment and Planning
• Assist in the evaluation of the sexual violence prevention strategies and other sexual violence prevention work
• Create and implement process and outcome evaluation measures for violence prevention peer education initiatives

10% Supervision and Administration
• Along with the Director, supervise peer educators, and interns
• Attend ongoing training and professional development sessions, including regular staff meetings

Qualifications:
• Strong commitment to the Women’s Center mission
• Demonstrated commitment to and knowledge of social justice and intersectional feminism
• Be able to work well with persons of varied racial, ethnic, cultural, socioeconomic status, sexual orientations, and abilities
• Be willing to work as part of a team
• Have skills in partnership building
• Represent Safe@Weber and the Women’s Center positively in the community, both on duty and off
• Have excellent written and oral communication skills and organizational skills
• Bachelor’s Degree in one of the following areas: education, sociology, women’s, ethnic or gender studies, human services, social work, public health, counseling, communications, psychology or other related fields. Equivalent experience will be considered in lieu of education.
• Ability to pass a background check and drug screening
• Valid driver’s license and a working, insured vehicle
Preferred Qualifications:
- Experience in community outreach/organizing/mobilization
- Basic understanding of public health principles
- Experience working in the field of sexual violence
- Experience with primary prevention
- Experience in program planning and coordination
- Experience in community assessment
- Experience in program evaluation
- Experience in grant writing
- Bicultural/bilingual in culture/first language of target communities

Compensation:
This GA position will be compensated through an academic year stipend of $16,000 (unfortunately we do not have funds to cover tuition remission this year). Additional professional development funds may be provided at the discretion of the WC Director. It is expected that these funds will be $900 for the coming year.

For any questions regarding this Graduate Assistantship, please email Stephanie L. McClure at stephaniemcclure@weber.edu