GRADUATE ASSISTANT FOR THE CENTER FOR WOMEN

POSITION DESCRIPTION

General Description

The Graduate Assistant is a live-on, graduate student staff member responsible for assisting the Deglman Resident Director with the successful provision of services, resources and programs in Creighton’s Center for Women. The Graduate Assistant receives direct supervision from the Deglman Resident Director and their employment period is on a 12-month cycle beginning June 1 and ending May 31.

Qualifications

• Bachelor’s degree with a G.P.A. of 3.0 required. Graduate students in the Masters in Counseling in Student Affairs program are preferred.
• Prior residence hall staff experience.
• A knowledge of gender studies and women’s issues as well as experience with women and/or gender focused programming is preferred and will be used as an initial criterion in evaluating candidates.

Academic & Student Responsibilities

A Q.P.A. of 3.0 must be maintained in graduate field of study while employed in the Graduate Assistant role. Graduate Assistant must be enrolled in at least six (6) hours of graduate course work during the fall, spring, and summer semesters. Lives out and models all expectations in full as outlined in the Student Credo, the Creighton University Student Handbook, and the Department of Residence Life Student Staff Employment Agreement. A Graduate Assistant cannot remain in the position if on Academic or Disciplinary Probation with the University.

Graduate Assistant Responsibilities

Program Development (50%)
1. Works to promote the Center’s resources and services in the context of a Jesuit, Catholic liberal arts institution.
2. Implements the strategic plan for the Eileen B. Lieben Center for Women.
3. Works to build and maintain relationships with other campus organizations and departments.
4. Works closely with the Director of the Eileen B. Lieben Center for Women in planning educational and social programs in correlation to special needs with issues of women students.
5. Establish a leadership program for women.
6. Offers opportunities for community outreach.
7. Co-advises the Women’s Empowerment Base (WEB).
8. Involves the students in the decision making process.
9. Maintains communication (via listserv emails updating the web site) with members of the Creighton community in order to gain support and advertise programs.

Administrative ( 30%)
1. Assists in the development of marketing and promotional materials.
2. Maintains a minimum of fifteen regularly scheduled office hours per week.
3. Maintains communication (via listserv emails and updating the web site) with members of the Creighton community in order to gain support and advertise programs.
4. Maintains a professional inviting Center; including hosting two open door events per semester.
5. Maintains the Center for Women webpage and services.

Student Care & On-Call Duty (10%)
1. Responds to the personal needs and concerns of students seeking the Center for Women’s resources.
2. Performs on-call duty on rotating basis, 365 days a year for the apartment living areas along with the other graduate associates. The Graduate Assistant on Duty (GAOD) serves as one of the first-response university official performing a nightly on-duty tour on weekends and a daily tour when the university is closed through each apartment living facility.

Departmental & University Duties (10%)
1. Attends Residence Life meetings and training sessions.
2. Attends the University Committee on the Status of Women as a graduate student representative.
3. Meets weekly with the Director of the Eileen B. Lieben Center for Women.
4. Meets monthly with the other graduate students and the Assistant Directors of Residence Life.
5. Participates in other department/university committees aimed at encouraging student and community development.
6. Completes other duties as assigned by the Director of the Eileen B. Lieben Center for Women or senior staff members of the Department of Residence Life.

Remuneration

This 12 month, live-on appointment provides a full graduate studies tuition (cap of 42 hours) and course fees waiver for a Masters in Counseling in College Student Affairs graduate program, a furnished one-bedroom apartment, and a super flex meal plan. This position is considered a 20hr per week position. During the summer this position is considered a 30hr per week position, twenty of those hours directly in the assigned assistantship and a 10hrs/week in a Collateral assignment. On call duty responsibilities do not fall within these hours. It is understood that due to the nature of the work, there may be weeks that are above or below the hours listed. On-call duty responsibilities for the Graduate Assistant team include all holidays and breaks. A Graduate Assistant can work up to 10 hours at the Deglman front desk with the permission of the Deglman Resident Director. All other employment opportunities must be approved by the Director of the Eileen B. Lieben Center for Women. Students who receive room and/or board as a condition of scholarship, award, or grant cannot receive a cash equivalent for the Graduate Assistant for the Center for Women room and board benefit.