



## **Women and Gender Center**

### **Graduate Assistantship**

#### **PROGRAM OVERVIEW**

The Women and Gender Center, as part of the Department of Student Engagement within Student Life at ECU, fosters student success by creating a connection as part of the ECU community. The Women and Gender Center works to support students in achieving their academic and personal goals through education and engagement on women's related topics, supports mental health, and student success.

#### **THE UNIVERSITY**

East Carolina University® is a constituent institution of the University of North Carolina System and has an enrollment of 26,940 students (as of Fall 2024), making it North Carolina's fourth-largest institution of higher learning. Adjacent to a vibrant downtown district, ECU's Main Campus is in the heart of Greenville, North Carolina, a city of approximately 90,000 people. Greenville is the hub of North Carolina's coastal plain and serves as a business, medical and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, and is within easy driving distance of coastal resorts.

#### **REQUIREMENTS FOR CANDIDACY**

To be considered for this position, applicants should hold a bachelor's degree and have been admitted (or anticipate admission) into 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 and local, state, and federal laws. We are looking for candidates with excellent oral and written communication skills, interpersonal and organizational skills. Preferred candidates will also be detail-oriented, exercise high levels of independent judgement, have strong facilitation skills, and be proficient in technology and social media use, including Engage, online reporting tools, and Microsoft Office.

#### **SCOPE OF POSITION AND RESPONSIBILITIES**

This position, awarded to a registered graduate student in good standing with the University, offers a unique opportunity to work in the Women and Gender Center. As a Graduate Assistant, you will provide administrative and advisory support to the daily operation of the Center, as well as programs and services that support the area's mission and student success. The position is based on a flexible weekly and weekend schedule of approximately 20 hours per week during the fall and spring semesters and is expected to maintain a GPA of at least 3.0. As a result of this Graduate Assistant position, the 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:*** This area 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:** This entails the knowledge, skills, and attitudes needed to maintain emotional, physical, social, environmental, relational, spiritual, and intellectual wellness; be self-directed as 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; and remain curious.
- **Leadership:** Addresses the knowledge, skills, and attitudes required of a leader, whether 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, and effect change in organizations and respond to internal and external constituencies and issues.

Responsibilities include, but are not limited to:

- Assist with daily center operations
- Communicate updates and specific program needs with professional staff
- Assist with the assessment reports, grants, and other data-related projects
- Support and develop communication with the campus community about programs and services
- Attend and/or present at Student Life, Student Affairs, ECU, and North Carolina Campus events
- Attend selected conferences and workshops, supporting the area's mission and student success
- Be assigned to selected work teams and campus and divisional committees
- Assist the Associate Director in the daily operation of the Center
- Oversee the center student assistants, providing ongoing supervision and monthly professional development for the students
- Support student-led programming and student organizations
- Other duties as assigned

## GRADUATE ASSISTANT EMPLOYMENT DETAILS

- Expected work dates for this "at will" position are August 11, 2025 – May 8, 2026
- Expected to work on average 20 hours per week for a maximum of 328 hours per academic semester (656 total hours over the course of employment) with final schedule to be determined with your supervisor
- Pay rate of \$16 per hour
  - Employee will be paid in arrears according to the standard University pay schedule
- Scholarships for each semester are based on a full-time, in-state graduate student base tuition rate
  - This scholarship does not constitute payment for any services provided
  - Scholarships will be renewed for the spring semester upon satisfactory work performance
  - This scholarship does not include any additional fees or costs outside of base tuition
- Out of state waivers are not applicable

## APPLICATION PROCESS

- Apply for this position by submitting a PDF version of your resume, cover letter/letter of interest, and three references which include the reference name, phone number and email address to [wgc@ecu.edu](mailto:wgc@ecu.edu).
- Final candidates will be contacted to arrange a time for an interview.

- For additional information about this specific Graduate Assistantship, contact Chelsie Hargrove, Associate Director of Student Engagement for the Women and Gender Center, at [hargrovec18@ecu.edu](mailto:hargrovec18@ecu.edu) or 252-328-2350.