



Women's Resource Center

Graduate Assistant for the Center for Student Success and Community Primary Assignment in the Women's Resource Center

The Center for Student Success and Community, a vital part of the Division of Student Affairs at Appalachian State University, is dedicated to promoting a transformative educational environment where every Mountaineer thrives academically, socially, and personally. Through mentoring, and cultivating a nurturing and dynamic community, the Center supports lifelong learning and success for all students. We offer different learning opportunities that foster academic excellence, personal growth, and a deep appreciation for the campus community while enhancing self-awareness, knowledge, and competency.

The Women's Resource Center, a unit within the Center for Student Success and Community, provides advocacy, support, and resources to students and the campus community. The Center works to advocate for all students with a focus on gender equity and women's issues, enhancing resources and support for students who utilize the Women's Resource Center.

The Graduate Assistant will be responsible for:

- Assisting Professional Staff to maintain the Women's Resource Center, including carrying out the Center's mission, goals, and objectives, recruiting and retaining members, coordinating volunteer schedules, and planning and implementing volunteer training and peer mentorship programs.
- Will support developing resource materials, updating and maintaining the Center's website, and providing support and oversight to student volunteers.
- Assisting the Associate Director in the annual budget, tracking spending, reconciling purchases, and providing updates to the Associate Director of the Center for Student Success and Community.
- Providing direct support and mentorship to students who utilize the Center's resources.
- Collecting and analyzing data for the Women's Resource Center assessments, including volunteer surveys, program participant surveys, and resource utilization evaluations.
- Other duties as assigned by the Associate Director or other professional staff for Student Success and Community, within reason and the scope of the Center's mission.

Qualifications include:

- Completion of a Bachelor's Degree and enrollment in a Graduate degree program.
- Preferred Qualification: demonstrated involvement in education, outreach, and/or activities related to gender, women's issues, or other relevant areas.

The graduate assistantship in the Center for Student Success and Community requires the candidate to work an average of 20 hours per week for a total of 750 hours per academic year. This role reports to the Associate Director of the Center for Student Success and Community.