

Higher Education Student Affairs
Graduate Student Work Placements
(Graduate Assistantships, Community Coordinators, Internships, etc)

Listed below alphabetically are the departments that have requested a HESA student. Followed by the department name is a short description of the position. Some departments have created a video to learn more as you are exploring placement options.

Notes:

- Graduate Assistants are paid \$8,500/year (\$4,250/semester) for 20 hour/week positions, unless otherwise noted.
- Non-Assistantship placements (i.e.: Residential Living-Graduate Community Coordinators, etc.) are either paid on an hourly basis (approx. \$13/hr) or are paid based on an adjusted stipend, as some positions are 10 month contracts (see below descriptions and videos).
- Graduate Assistantships at WCU do not have tuition waivers associated with them; however, there are many 'tuition awards' available through the Graduate School. Contact the Graduate School to learn more (applications are generally due in mid-April).
- Upper-class students have first choice for work placements.
 - Internships are offered in Spring and Summer terms only and are approximately 10 hours/week (150 hours total in one term). These are generally unpaid, unless otherwise specified below.

Admissions (Undergraduate):

The graduate assistant will assist with class-building for the upcoming academic year. Responsibilities include, but are not limited to: making decisions on applicant records during the fall travel season, assisting with campus events, meeting with prospective students and their families to answer questions relating to WCU, and helping with other tasks as needed or desired.

Advising Center:

The GA in the Advising Center will work with professional academic advisors to learn how to help students to select proper courses, choose careers and appropriate majors, understand university academic policies and procedures and cope with the transition to college. Through observations, supervised sessions, and independent advising, graduate assistants will gain experience working with students and navigating academic policies. Graduate assistants will also teach LC 101, which is a class designed to provide students resources to regain good academic standing.

YouTube video: https://www.youtube.com/watch?v=bB_2oBXzsRk&t=1s

Athletics: Student-Athlete Support Services:

Assist with academic support and student development for student-athletes at WCU through the position of Academic Counselor. This may include, but not be limited to: meeting with student-athletes to assist them in their academic preparation/success, assisting in the monitoring of study hall, and providing workshops for student-athletes on topics such as study habits, time management, etc.

Campus Activities (2 positions available):

Supplemental Stipend: 3,500/year (\$12,000 total GA stipend)

Meal Plan: \$1,400/year

Professional Development: \$2,250/year

- 1.) **Leadership Programs (OLSI):** Advise the current Leadership Institute and/or Freshman Leadership Institute; Serve as an advisor for specific aspects of CATcamp; Coordinate a monthly leadership speaker series for the Leadership Institute, Freshman Leadership Institute, and other student organizations, faculty, and staff; Assists with the planning, development, coordination, and assessment of annual leadership programs; Assist with the implementation of various LEAD academic courses, and more.
- 2.) **Clubs and Organizations:** Program planning for fall/spring Cat Fair events and the Celebrate Excellence Awards Ceremony; Serve as a mentor to the Student Government Association; Continue the implementation and develop of OrgSync; Maintain the RSO Manual; Work with the Assistant Director for Student Clubs and Organizations on additional projects.

YouTube video: <https://youtu.be/aS-2i-tQMtk>

Campus Recreation & Wellness:

Campus Recreation and Wellness (CRW) has five placement options for students looking for an assistantship. Our mission is to foster a campus-wide culture of recreation and wellness through a comprehensive array of programs and services that educate, empower, and engage individuals to pursue and sustain healthy, balanced lifestyles. Placement options include: Aquatics and Special Events, Base Camp Cullowhee, Facilities and Student Development, Fitness and Wellness, and Intramural and Club Sports. For details about each position, view video.

YouTube video: https://www.youtube.com/watch?v=uQByZ6_iqn8

Center for Career and Professional Development (CCPD):

Responsible for a range of duties with an interest in supporting students in their professional development. GA's will be able to counsel students in one-on-one sessions, present professional development topics in academic classes, work closely with employer partners and train/supervise undergraduate student staff. Training and mentorship will be provided. Perfect position to build your resume for a career in Career Services, Academic Advisement, External Affairs, Service-Learning, Counseling, and Academic Affairs!

YouTube video: <https://youtu.be/sbCll-eqXm8>

Center for Service Learning:

Assist with the Learning Community and serve as the key contact for 25 first-year students through the Ripple Effect Learning Community.

YouTube video: <http://youtu.be/0LjVM6S6EwY>

Counseling and Psychological Services:

Provide administrative assistance, leadership and training, and marketing assistance for the CATS Care Suicide Awareness campaign, the Mental Health Ambassadors program, and the Collegiate Recovery Program (CRP)/ Club Zero Program.

YouTube video: <http://youtu.be/VmBYBrh9W0M>

DegreePlus (QEP) Program (housed in CCPD):

The GA/Intern will support the implementation of the university's Quality Enhancement Plan, DegreePlus. The goal of this program is to cultivate student involvement in meaningful extracurricular activities that teach teamwork, leadership, professionalism, and cultural responsiveness. The duties will be to add activities to an online database, compile and evaluate student participation data, market activities, help with planning of an annual DegreePlus Day celebration, and other activities that support the management of the DegreePlus program.

Department of Student Community Ethics:

The graduate student position will help educate WCU students about their rights and responsibilities as stated in the WCU Community Creed and Code of Student Conduct by managing a personal case load of student/organizational conduct cases, developing related programs/activities for the WCU community, and staying abreast of state/national best practices related to student conduct.

YouTube video: <https://www.youtube.com/watch?v=UUZVa1WZlIE&feature=youtu.be>

Financial Aid Office:

Financial Aid is dedicated to providing students with the highest quality service while helping to remove financial barriers to higher education. The Graduate Assistant for Financial Aid is a member of the Financial Aid Office staff and works under the general supervision of the Senior Assistant Director of Financial Aid. This person will be primarily responsible for assisting with general financial aid operations. In addition, this person will also counsel prospective and current students/families on all aspects of financial aid and student accounts. This includes in-person meetings, open house, phone, and email conversations.

Fine Art Museum & Bardo Arts Center:

The position for the Bardo Arts Center will assist the Executive Director and be responsible for communication, education, and outreach programs targeting the campus community. This position will support the academic engagement initiatives related to Bardo Arts Center programming including museum exhibitions, artists-in-residence, music concerts, theater and dance performances, k-12 school matinees, and k-12 museum tours.

Graduate School:

Ideal for a graduate student interested in academic administration and student affairs, this internship provides an opportunity to work with Graduate School and the Graduate Student Association on projects related to graduate student success and engagement. The intern will help plan and organize the annual Graduate Student Research Symposium, an event designed to foster graduate student professional development. The intern will also work on special projects related to GSA, including event programming, long-term planning, and student engagement with GSA. If time and interest allows, the intern may also help the Dean/Associate Dean on special projects related to graduate student success and engagement.

Greek Student Engagement and Development:

Seeking a GA/Intern who is excited about the opportunity to help create a dynamic Greek Life program! This position will work closely with a Director and Assistant Director in an effort to build a strong Greek life program that will benefit current and future students. This is a unique opportunity for a young professional to put "theory into practice" and have a lasting impact on

the WCU community. Although this position will experience all aspects of Greek Student Engagement and Development, the GA will work primarily with the three councils (CPC, IFC, and NPHC) and new member recruitment.

Higher Education Student Affairs (HESA) Graduate Program:

You will be working with the HESA Graduate Program Faculty on recruiting, admissions, student services (*mentor-matching, GA/Intern placements*), HESA events (*orientation, holiday party, annual alumni reception, oral comps, and graduation reception*), and communication (*bi-annual newsletter and social media*). GA/Intern will also help faculty with research, writing manuscripts and conference submissions, presenting research at conference(s), and will also serve as the student delegate on the HESA Advisory Board and other committees.

Honors College:

This position is ideal for a self-disciplined, motivated graduate student who wishes to pursue a career in educational administration. In broader terms, the GA position will provide valuable experience for those who wish to gain an understanding of working in and the day-to-day operations of a College office with a staff including a Dean, Associate Dean, Honors Advisor, Director of Honors Advising & Pre-professional Honors Advising, and Executive Assistant. Further, graduate students who are interested in assessment, marketing, working with alumni, and interacting as a team member in a collegial work environment will find this opportunity for growth worthwhile.

Institutional Planning and Effectiveness:

You will be working with the Director of Assessment supporting institutional strategic planning and assessment efforts across the full range of the University—from academic affairs, student affairs, administration and finance, and the like. A primary outcome will be a firm grasp and real world applications of two dominant, standards-setting bodies—the [Council for the Advancement of Standards in Higher Education \(CAS\)](#) and the [Southern Association of Colleges and Schools—Commission on Colleges \(SACSCOC\)](#). Concrete experiences related to each will greatly enhance any resume.

Intercultural Affairs:

Contribute to a culturally rich campus through advocacy, diversity and social justice education, leadership, programming, and the development of global citizens.

International Programs and Services:

There is a range of projects and programming you could be involved in at IPS, from administrative work to direct work with students. You could work directly with outgoing study abroad students and provide study abroad presentations. You could also work with international students and assist with student and campus programming as well as marketing and recruitment. YouTube video: <https://youtu.be/XROkRO8AV-I>

Mentoring and Persistence to Success (MAPS):

Working in this department will include a unique and exciting opportunity to assist in the development of new and unique services and programs for existing and newly assigned at-risk target populations. Some of these populations include low income, first-generation, conditional admission, and students who have aged out of foster care, are emancipated, orphaned, or homeless. You will be on the front lines in assessment, planning, recruitment, implementation and evaluation of diverse models of support services to these populations of students. You will

also have the opportunity to assist in planning for a variety of summer programs aimed at introducing high school students to the college environment and assisting incoming college freshman with their transition to WCU and supporting their success.

Mountain Heritage Center:

Get involved with all aspects of museum education program including in house, outreach, and digital means. Assist with opportunities to lead program development, marketing, delivery, and evaluation.

YouTube video: <https://www.youtube.com/watch?v=KQ0PuXcAyqo&feature=youtu.be>

National Science Foundation's L.E.A.R.N. Program at Western Carolina University:

This program aims to increase STEM retention, especially among first-generation and underrepresented minorities. The GA for L.E.A.R.N. is a member of the Office of the Provost staff and would work under the L.E.A.R.N. Program Coordinator. Primary responsibilities of the GA would include assisting in general day-to-day operations of the program, recruitment and marketing, coordinating programming events for L.E.A.R.N. participants and staff, and building campus partnerships.

New Student Orientation:

Experience a project management view of orientation from the planning reservations (R25) to the implementation and assessment (Qualtrics) through the hiring of orientation counselors, work on the syllabus, database management (Microsoft Access), coordination with on and off-campus groups, orientation counselor development and training and current trends in higher education topics related to first-year and transfer students.

YouTube video: <http://youtu.be/EQZzs1XFH0o>

Office of Accessibility Resources:

OAR works with approximately 400 students with disabilities, providing accommodations, support services, and coaching. The GA/Intern for OAR is a valuable member of our team and will assist with such activities as intake interviews, review of documentation, provision of accommodation letters, coordinating accommodated testing service, individual student coaching, assessment of assistive technology needs, creation and acquisition of alternate format texts, and development of staff/faculty training modules and workshops. The GA works closely with the Director to plan, develop, market and execute Disability Awareness (Oct) and Autism Awareness (April) events.

Office of Equal Opportunity and Diversity Programs (CDO):

Responsible for a range of duties (Presentations, trainings, report generating, data mining, surveys and assessment and more) with an interest in supporting student and staff cultural competency and development. GA's will be able to learn about cultural competency and work with students, staff and organizations in creating a more welcoming and holistic work and college experience that includes diversity. They will accomplish this through professional development, academic course presentations, staff and student organization training. The Graduate Assistants will enhance presentation skills, build on their diversity knowledge base and have the opportunity to present and/or attend NCORE. Training and mentorship will be provided.

Office of the Provost (*reserved for 2nd year student*):

The individual will perform a number of duties within the Provost's Office, including but not limited to: writing reports, planning/attending special events, serving on committees, and any additional projects assigned by the Provost, Vice Chancellors, and other administrators.

OneStop Student Services:

The OneStop Student Services Graduate Assistant (GA) assists the OneStop Student Services director and advisors in the initiation, planning, development, and implementation of general processes including but not limited to: advising, cat card, financial aid, health services, orientation, parking services, registration, residential living, student support/disabilities services, and student accounts.

Registrar's Office:

The GA/Intern position in the Registrar's Office is ideal for someone interested in transcript articulation, catalog building, graduation conferral, and records management. A graduate assistant would learn valuable skills in the areas of processing and evaluating transcripts, and in mass processing and mass communications. This person would also engage in the process of reviewing audits of students who may require exceptions to clear degree requirements for graduation; work closely with other campus departments; attend training and events; and help with other tasks as needed.

Residential Living:

(Multiple positions available) Graduate Community Coordinators are responsible for the daily operations of a residence hall under the supervision of a full time Resident Director. Stipend = \$13,000 for 10 month contract, plus housing, parking (partially paid), and meal plan.

School of Nursing:

Help gather data for these programs, enter data into excel spreadsheets, and create graphs that depict these programs and their data.

Sustainability & Energy Management:

The intern will assist the Chief Sustainability Officer and the OSEM with communication, education and outreach programs targeting the campus community. This position will support the ongoing efforts of OSEM to support sustainability programs that seek to minimize our ecological footprint as well as generate savings through resource conservation behaviors. *Additional internship stipend for up to 8 hours/week may be available.*

YouTube video: http://youtu.be/bqf_HaUFi7U

Faculty Research Assistantships/Internships in the College of Education & Allied Professions (CEAP):

- 1.) CEAP Diversity Committee:** As a GA/Intern with the Diversity Committee you will help plan and evaluate programming sponsored by the college of education to foster experiences to expand student knowledge about individuals from different backgrounds, faiths, ethnicities, regions, abilities, genders, and sexualities.
- 2.) Educational Leadership (Ed.D) Program:** This is a research assistantship position to work with Dr. Kofi Lomotey, Distinguished Professor. Responsibilities include Internet and

library research, editing, (possibly) co-authoring publications, assistance with uploading course information on Blackboard and related items.

- 3.) **Educational Research Faculty:** This GAship/Internship with Dr. Brandi Hinnant-Crawford is for individuals with an interest in conducting research. You will be involved in collecting data (which may include travel), analyzing data, and writing and presenting research. There will be opportunities to present at national conferences as well as opportunities to publish.
- 4.) **Online M.S. Degree Program in Human Resources (HR):** Work with Dr. Marie Germain to help coordinate several pro bono online HR consulting projects with needy nonprofits per semester. The role includes a variety of coordinating tasks (all performed online or by phone) involving HR students in the program, program alumni, and stakeholders from the nonprofit organizations.
- 5.) **Parks and Recreation Management Program:** Assist Dr. Andrew Bobilya (Faculty) with an ongoing research partnership with the North Carolina Outward Bound School.
- 6.) **Psychology:** Work with Dr. Ellen Sigler on research involving college success and persistence.
- 7.) **Suite 201/Teacher Recruitment, Advising, and Career Support (TRACS):** The TRACS department is an assembly of education program advisors, specialists, directors, recruiter, and the associate dean of academic affairs within the College of Education and Allied Professions supporting WCU and surrounding communities, schools, and agencies. As a GA/Intern, you will be placed to provide assistance to a specific TRACS member according to your interest. Options for experience include administrative duties and learning roles in helping an advisor with students and teacher education programming, aiding the director of assessment in research initiatives, or assisting a specialist/director with education programming and teacher licensure. This GA/Intern position is ideal for a candidate who has career ideas for teaching, research/assessment, or education leadership/administration.
- 8.) **University Participant (UP) Program:** Assist Program Directors and the UP team with program operations, research, evaluation, and dissemination while networking with approximately 250 other national transition programs for students with intellectual disabilities across the United States (For more information: Check out thinkcollege.net and up.wcu.edu).

YouTube video: <https://www.youtube.com/watch?v=M9WhZBpdrM>

OTHER CAMPUSES:

Haywood Community College (Waynesville) – Student Services

Haywood Community College is committed to lifelong learning not only for our students but individuals wishing to learn more about the ways in which community colleges serve their communities. This internship will provide a graduate student the opportunity to explore the many facets of Student Services. The student will be exposed to the following areas: admissions, registration, academic counseling, placement testing, career advising, financial aid, counseling, disability services, Title IX compliance, student conduct, accessibility compliance, work-based learning and overall student services leadership.

Southwestern Community College (Sylva) – Career Services Center:

Interns will gain knowledge and experience planning and executing career fairs and other recruitment events, help provide career education and related advising, and actively learn about other career services functions within a community college environment. In 2016, SCC will begin implementing its Quality Enhancement Plan designed to create "work-ready" graduates, providing an opportunity for the intern to participate in aligning the Career Center's programs with institutional objectives.

\$500 stipend may be available for internship.

Southwestern Community College (Sylva) – Student Disability Services:

Interns will learn about ADA laws governing the provision of accommodations for students with disabilities in higher education. Experience includes observation of the student intake process with review of disability documentation and determination of appropriate and reasonable accommodations that will be part of a student's ESP (Educational Support Plan). Internship responsibilities include providing assistance for students regarding use of alternate-format texts, accommodated testing, assistive technology, and other applicable services.

UNC-Asheville - Key Center for Service-Learning & Community Citizenship:

Work with local community partners to coordinate a campus fair to showcase service-learning, community-based research, and/or volunteer opportunities.

Warren Wilson College Student Affairs (2 internship positions):

- 1.) Substance Abuse Prevention & Education. This would involve creating education materials around safety and substance education, as well as running support circles for students who are in recovery or are wanting to learn more about various substance related issues.
- 2.) Center for Gender and Relationships involves helping with programs to prevent unhealthy relationships and to promote healthy relationships of all kinds (including providing support to LGBTQIA* students) through programming and thoughtful dialogue. We also promote safer sex on campus through educational programming.