

Women's Studies Graduate Assistant Job Description

Hours: 10/wk

Immediate Supervisor: Post-Doc Fellow in Women Studies

The Women's Studies Program is committed to providing an opportunity for intellectual, personal, and professional growth for its graduate assistants. Job responsibilities listed below are a guideline and can be modified to fit applicants' goals and interests.

Applicants from across the curriculum are welcome although preference will be given to those with an academic background in Women's Studies and/or an undergraduate degree in WS. The Women Studies Program actively seeks diversity in selecting graduate assistants. This is also an ideal position for those interested in the potential Graduate Certificate in Women's Studies.

Criteria for Selection

Basic knowledge of Women's Studies and experience in feminist and/or community organizations.

Strong research and writing skills.

Good communication skills across interpersonal, small group, and classroom settings; a collaborative working style; and an openness to diverse perspectives.

Flexibility, creativity, and dependability.

Computer Skills

Ability to work independently and to take initiative in new projects.

Responsibilities

The GA and the Post-Doc will develop specific tasks together at the beginning of each term the GA remains in the position. Wherever possible the assistantship will be tailored to the individual needs and interests of the GA as long as program needs are also met.

Research: assist post-doc in course/curriculum related research, bibliographic and library research.

Teaching: GA may participate in course design and implementation.

Program Planning: GA will assist in various activities for the program, including conference planning, promotion of scholarly activities, and curriculum design. The GA is expected to attend monthly staff meetings of those teaching in Women Studies in any given semester (meeting times vary from semester to semester).

Educational Benefits

The Graduate Assistant will gain increased knowledge of: (a) Women's Studies and feminisms; (b) feminist pedagogy; and (c) feminist activism in the academy.

The Graduate Assistant will expand skills in: (a) writing, research and scholarship; (b) program planning; and (c) leadership and mentorship

The Graduate Assistant can also expect the following support from the Post-Doc: (a) research and writing guidance and support; (b) information about conferences and funding opportunities in Women's Studies related to the GA's interests; and (c) potential collaboration on publications.

Supervision and Evaluation

The Graduate Assistant will be supervised directly by the Post-Doc fellow and by the Director of Women Studies.

A collaborative evaluation will be provided for the GA's file at the end of each term. Evaluation will be based on the skills and responsibilities listed above and a specific work plan developed jointly by the GA and Post-Doc at the beginning of each term. It will also include a self-evaluation by the GA.

Compensation and Reappointment

Compensation: as established by OGS and Women's Studies, including health insurance, pay, and access to university resources.

Reappointment: Assistantships in Women Studies are typically for a one-year period in order to provide more students with the opportunity to work in Women Studies.

Questions?

If you have any questions about this job description, please contact Ime Kerlee, Women Studies Post-Doc for 2005-2007, at 277-3467, ikerlee@unm.edu; or Gail Houston, Director of Women Studies, at 277-3854, ghouston@unm.edu.