

Western Carolina University
Higher Education Student Affairs. M.Ed. Program
Graduate Student Work Placement Options
(Graduate Assistantships, Community Coordinators, Internships, etc)

Listed below alphabetically are the departments who 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.

- 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 for details).
- Graduate Assistantships at WCU do not have tuition waivers associated with them; however, there are other scholarship opportunities available here: <https://www.wcu.edu/apply/scholarships/>
- 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. More here: https://www.youtube.com/watch?v=bB_2oBXzsRk&t=1s

Athletics: Student-Athlete Support Services:

The GA/Intern in the SAASS office would assist with academic support and student development for student-athletes at WCU as an Academic Counselor. This may include, but not be limited to: meeting with student-athletes weekly to assist them in their academic preparedness/success, assisting other academic counselors in monitoring study hall, and planning and implementing workshops for student-athletes on topics related to academic and professional development (study habits, writing skills, time management, resume building, professional networking, etc.).

Campus Activities (4 of the 5 positions funded each year):

Stipend: \$12,250

Meal Plan: \$1,500/year

Professional Development: \$1,900/year

Note: The Department of Campus Activities has a start date of July 15, 2020 for all first-year graduate assistants. Additional stipend provided for these 13 days based on each position's specific requirements. Please be cognizant of this start date when arranging housing.

- 1.) Last Minute Productions:** Directly supervise and advise 9 student programming coordinators who are responsible for approximately 18-27 events per semester. Plan special events for the department including: Homecoming Carnival and Student Appreciation week. Complete administrative tasks such as coordinating staff schedule, reviewing contracts, and coordinating staff selection and training. Advise board during regional or national conferences. *Note: we request a two-year commitment for this graduate assistantship.*
- 2.) Leadership Programs:** Work with the Freshmen Leadership Initiative; Serve as an advisor for student leaders of Whee Takeover; Assist with the planning, development, coordination, and assessment of annual leadership programs such as the Whee Lead Conference; Assist with the implementation of various LEAD academic courses. Help to plan and attend Cat Camp Leadership Exploration. *Note: we request a two-year commitment for this graduate assistantship.*
- 3.) Miracle at WCU:** Advise Miracle at WCU Executive Director. Assist Executive Director and other committee members in developing goals and plans to successfully execute the mission of Miracle at WCU. Develop effective partnerships with campus partners to create broad-based buy-in for Miracle at WCU. Work with on-line program, Donor Drive, to manage registration and dancer communications. Coordinate advising team meetings to ensure open communication across entire team. Contribute to the planning, marketing, and execution of both large and small events. Manage and archive all information and records for future use. This position has the potential to serve as the Executive Director in the absence of a student leader.
- 4.) Student Involvement:** The candidate will work closely with the Assistant Director for Student Involvement in the planning, management, and assessment of campus programs. This position has frequent evening and occasional weekend responsibilities. Primary Responsibilities: With the support of the Assistant Director for Student Involvement, this position will create and implement Face to Face and Virtual Campus-Wide Programming Initiatives such as Organization Fairs, Family Weekend and Theme Weeks, to name a few; Collaborate with other departments on campus; Work closely with the GA for Last Minute Productions, to ensure scheduling and logistic cohesion; Assess Programming efforts based on satisfaction, cost versus worth and overall involvement; Assist in the marketing of Campus-Wide Programming Initiatives by ensuring Print Materials Distribution, tracking trends in Social Media Marketing and maintaining DCA Social Media Analytics; Perform other duties as assigned.

Call Me MiSTER:

The GA/Intern for the College of Education and Allied Professions Call Me MiSTER program will work with staff, faculty, campus partners, and administrators to guide and support students as they prepare for and transition into their college experience as an educator. The Call Me MiSTER placement offers an opportunity for graduate students to gain practical experience fostering a welcoming and inclusive community with a focus on recruitment initiatives, quality program development, program support, and

mentoring relevant to the MiSTERs' experience at WCU. More here:

<https://www.wcu.edu/learn/departments-schools-colleges/ceap/about-the-college/call-me-mister.aspx>

Campus Recreation & Wellness:

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

GA Meal Plan (Declining Balance): \$2,000/year

GA Professional Development: \$1,000 per year (Tentative pending travel restrictions and budget availability)

CRW has three placement options for students looking for assistantships (one awarded per year) and two placement options for students looking for an internship. 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:

1.) **Base Camp Cullowhee, Outdoor Programs (Assistantship):** Assist in the overall operations, organization and administration of Base Camp Cullowhee's Adventure Shop. Responsible for staffing, training and scheduling. Assist with special events, facilities, risk management and program development. The Graduate Coordinator serves as a leader and liaison to the Base Camp Cullowhee professional staff and will also help with various trips/clinics and other projects. GA's should also plan to assist with other programs and events that may arise through Campus Recreation and Wellness. *Special certifications may be required*

2.) **Facility Operations & Student Development (Assistantship):** Assist in the day-to-day operations and staffing of the Campus Recreation Center. Responsible for staffing, training, and scheduling of approximately 10-20 student employees. Assist in the development & implementation of professional development workshops for all CRW student employees. Assist in the development and implementation of staff incentive programming. Assist with facilities management, equipment checkout, locker rentals, and other CRW programs and events.

3.) **Fitness & Wellness (Assistantship):** Assist in the day-to-day operations and staffing of the fitness areas of Campus Recreation & Wellness. Responsible for staffing, training, and scheduling of approximately 15-25 student employees. Assist with equipment maintenance, fitness program development and marketing, wellness program development and marketing, and other CRW programs and events.

4.) **Base Camp Cullowhee, Outdoor Programs (Internship):** Assist in the day-to-day operations of outdoor programs, including program management, scheduling, risk management, and program facilitation. *Outdoor program experience on some level is required* More here: https://www.youtube.com/watch?v=3fI33aBV3Po&feature=em-share_video_use

5. **Catamount Climb Half Marathon and 5K Race (Internship: Spring Semester Only):** Assist with the planning and organization of all race/event related items including social media, marketing, inventory, sponsorships, logistics, etc.

Center for Career and Professional Development (CCPD):

1.) **Career Counseling (Assistantship/Internship):** Responsible for various 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, provide event support, and develop special projects you are interested in! Training will be provided on all career topics. Perfect position to build your resume for a career in Career Services, Academic Advisement, External Affairs, Service-Learning, Counseling, and Academic Affairs! More here: <https://youtu.be/sbCII-eqXm8>

2.) **DegreePlus Program (Assistantship/Internship):** The GA/Intern will support DegreePlus, the university's Quality Enhancement Plan (QEP). The DegreePlus program aims to cultivate student engagement in meaningful extracurricular activities that help build critical transferable skills (Professionalism, Cultural Responsiveness, Leadership, Teamwork). The GA/Intern will support the Associate Director of Degree Plus in student development, project and event management, marketing, presentations, some assessment, possible undergraduate student supervision, and assignments related to the GA/Intern's professional interests. The GA/Intern will also get to hold one-on-one counseling with students on career-related topics (training provided).

3.) **Employer Relations (Assistantship/Internship):** Gain experience cultivating relationships with employers, working with faculty and staff, managing employer data, and creating employer events. The GA/Intern will also get to counsel students one-on-one in career-related topics (training provided). Develop skills in: Strategic Planning, Relationship Management, Training/Onboarding, Data Governance, Program Development. Great position for someone interested in external relations, event planning, or program management.

Center for Community Engagement and Service Learning (CCESL):

Our GA's are responsible for a wide range of tasks and duties. Leaders who are interested in organizing hands-on service opportunities, awareness/advocacy programming, and philanthropic initiatives will be challenged and supported to accomplish these student-oriented tasks. Additionally, CCESL GA's will have the opportunity to learn measuring, monitoring, and tracking skill sets that can be transferable to other program assessment and evaluation responsibilities. Finally, GA's in the CCESL will have the opportunity to help manage the Ripple Effect Learning Community, National Weeks of Service, and Alternative Break Programming. Let's go! Lend a hand, do not point a finger! More here: <http://youtu.be/0LjVM6S6EwY>

Cherokee Center:

The GA/Intern would assist the Cherokee Center director and administrative assistant in a wide range of shared activities. These activities would involve answering phones, brainstorming new ideas, reaching out for local connections, event planning and coordination, communication, writing, professional development, cultural education about the Eastern Band of Cherokee Indians (with proper training), and much more. This position would be in constant communication with native students and alumni at WCU and within the community on the Qualla Boundary. This would be the perfect position to build your resume during your graduate

career. This position is heavily involved throughout both communities and we would love someone that is fast paced and energetic. For more information please visit our [website](#) and [facebook](#).

Coulter Faculty Commons:

Enjoys working on a variety of projects. Loves working in a collaborative team environment. Good written and verbal communication skills. Comfortable managing small projects. Assist with preliminary research topics. Assist with faculty development activities and services. Assist in facilitating workshops. Familiarity with Word Press, Office 365, Teams. Knowledge of graphic design programs a plus. Hours are 20 hours per week, adjustable to work around class schedule.

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.

More here: <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, including, but not limited to financial literacy presentations and assessment information. 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 the Director and Assistant Director in an effort to build a strong Fraternity and Sorority Community 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. This position will experience all aspects of Greek Student Engagement & Development. The GA will work to support the National Pan-Hellenic Council (NPHC), National Panhellenic Council (CPC), the Interfraternity Council organizations (IFC), and with Latinas Promoviendo Comunidad/Lambda Pi Chi Sorority Inc. In addition, the GA may work with new member recruitment/intake, assessment, and special departmental projects and programs.

Health and Wellness Education:

The Health and Wellness Education GA/Intern will assist the Assistant Director for Health and Wellness Education in planning programs on campus including, but not limited to: Alcohol & Other Drug Prevention, Cold & Flu Prevention, Nutrition, Body Image, Sexual Health, Sexual Assault, Sleep Hygiene, and Stress Reduction. The Health and Wellness Education GA/Intern will also assist the Assistant Director with developing communications for Health and Wellness initiatives on campus.

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, community socials*), HESA events (*orientation, holiday party, annual alumni reception, oral comps, and graduation reception*), and marketing/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.

Hunter Library:

The graduate student will work with the associate dean or a department head on projects such as creation of non-profit Organization, digitization projects, Renovation project management that will lead to creation of a product or a proposal. The goal is to involve a graduate student in meaningful activities that student can learn teamwork, leadership, professionalism and familiarity to library resources and services.

Intercultural Affairs:

Come join the ICA family! The GA/Intern will work directly with the Associate Director of Intercultural Affairs in the daily operations, management, and development of a variety of programs and events. The candidate will also assist the office with all large programs and help in achieving campus goals. Our goal is to contribute to a culturally rich campus through advocacy, diversity and social justice education, leadership, programming, and the development of global citizens. More here: <https://wcu.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=9f58c0f2-c10a-4be5-9689-ad4901364ccc>

Office of Global Engagement:

Office of Global Engagement (WCU Global): A GA or intern would work directly with our Associate Director of Global Engagement and our Study Abroad Advisor. There is a range of projects and programming you could be involved in at WCU Global, 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, recruitment, and social media. In the Fall semester, you could help with our largest Study Abroad Fair event and International Education Week. In the Spring semester, you could help plan and implement our annual International Festival, our largest campus-wide event. For more information, please visit: Global.wcu.edu

Mountain Heritage Center:

WCU's museum of Appalachian history and culture is currently in transition, serving the university and the local community from temporary quarters in Hunter Library while we plan for our permanent home in Breese Gymnasium. The GA/Intern will serve as a valued member of our staff, assisting in the development, marketing, delivery, and evaluation of exhibits, public programs, and K-12 on-site and outreach programs, with special emphasis on communicating with and providing services to the campus community.

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

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.

More here: <http://youtu.be/EQZzs1XFHOo>

Office of Accessibility Resources:

The GA in the OAR works collaboratively with administration and faculty in support of services for WCU students with disabilities. Services are implemented to level the playing field and ensure equal access. Services include but are not limited to: student intake interviews, training, student coaching, test accommodation services, provision of accommodation letters, acquisition of alternate format texts, and the maintenance of OAR content, documents, and data. The GA is a valued team member while working closely with the Director to plan, organize, and implement

such services. Duties and skills also include strong interpersonal, organizational, and Microsoft Office skills; creativity, problem solving, data/spreadsheets, and direct contact with individuals with disabilities. This is a wonderful experience for GA's to broaden their knowledge base of disability – as a civil rights and diversity issue in connection to the law, evidence-based practices, and fostering awareness of accessibility issues.

Office of Assessment:

This experience provides a foundation in continuous improvement, data-driven decision making, annual assessment reporting, strategic planning, and institutional accreditation in Student Affairs and Academic Affairs student support departments.

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.

Office of Student Retention:

OSR implements targeted interventions to support at-risk students, guided by evidence-based, high-impact practices and driven by institutional data and analytics. OSR collaborates across campus to coordinate and measure initiatives to support student retention and persistence. Programs include Mentoring and Persistence to Success (MAPS), First-Year Experience Courses, the Learning Contract Program (LC 101), Academic Success Program, and Academic Learning Communities.

- 1) **Mentoring and Persistence to Success (Assistantship/Internship):** MAPS supports undergraduate first-generation college students, independent students, and students from low-income backgrounds through academic coaching and connection to campus and community resources. MAPS GA will support the First Gen Club, serve on the First Gen Advisory Board with other campus and community partners, and support students in individual coaching meetings. The GA may represent OSR at various campus events (info fairs, open house, etc.), teach a section of LC 101 for academically at-risk students, oversee social media platforms, develop program planning, coordinate outreach, and develop assessment as it relates to connecting with current and incoming WCU students.
- 2) **Student Transitions (Assistantship/Internship):** The GA will support campus-wide events and initiatives focused on student support, outreach, and celebrating success across campus. Working closely with the Assistant Director of Student Retention, the GA

will implement programming designed to connect aspects of student life, including academic, co-curricular, social, and developmental experiences through their semester at WCU. The GA may have the opportunity to assist with WHEE Call U program, Chancellor's List award events, New Student Convocation, and One Book common reading program and affiliated events. The GA may have the opportunity to teach LC 101 for academically at-risk students. This position will allow graduate students the chance to lead, teach, plan, and strategize for the greater goal of improving the experience of transitioning to student life at WCU!

- 3) **Student Retention (Intern):** Internships will be a project-based experience focused on the graduate's preferred professional competencies. The intern will research at least one retention-based problem and create an implementation plan to address the problem. In addition, the intern may assist with student outreach related to re-enrollment, teach LC 101, and support other initiatives within OSR.

Project Discovery~Talent Search:

Project Discovery is a TRIO Talent Search program that is funded through the Department of Education to primarily serve low-income first-generation college bound students. We are seeking someone who will assist with program planning and operations as well as providing postsecondary enrollment or re-enrollment services to program participants to attend any institution of higher education. This includes services in areas such as academic advising and initial postsecondary course selection, career exploration, FAFSA application, financial and economic literacy, college admissions preparation and application, college visitations and experiences, senior bridge to college, mentoring, and experiential and adventure-based programming.

Registrar's Office:

The GA/Intern position in the Registrar's Office is ideal for someone interested in transcript articulation, equivalency catalog building, graduation conferral, records management, and the technology that supports these processes. The responsibilities carried out by the Registrar's Office intersect with many departments on campus; and cooperation with the Advising Center and individual academic units is critical. A GA/Intern would learn valuable skills in the areas of registration, automatic processing and evaluating transcripts, mass processing and communications, and navigating the Banner student information system. This person might also engage in the process of reviewing audits of students who may require exceptions to clear degree requirements for graduation, attend training and events, and help with other tasks as needed. The office would support an intern in pursuing an area of interest that aligns with their long-term goals.

Residential Living:

(Multiple positions available) Graduate Community Coordinators (GCC) are responsible for the daily operations of a 200 – 450 bed residence hall while under the supervision of a full-time Area Coordinator. GCCs will work an average of 25 hours per week and are expected to engage in work responsibilities at night and on weekends. GCCs will primarily gain experience in the areas of supervision, building administration, student conduct, advising, and programming. GCCs will directly supervise 6 – 20 Resident Assistants, advise student leaders on their Hall Council, and

serve on a campus wide after-hours emergency duty rotation. GCCs may have the opportunity to serve on various departmental and/or university committees. Professional development opportunities may be available both on and off campus. Stipend includes \$14,000 over a 10-month contract, a partially paid residential parking pass, and a meal plan. Due to the nature of the role, GCCs are provided a fully furnished apartment (1-2 bedrooms, 1-2 bathrooms) during their 10-month contract. GCCs will begin their assistantship in mid-July and remain on contract through mid-May.

More information available here: <https://youtu.be/8fxPW9PLYd0>

Note: GCC positions do not qualify for out-of-state tuition remissions.

Internship opportunities are available for any semester (fall, spring, and summer). The focus of our interns will be student outreach, data assessment, and student programming.

Suite 201 – College of Education & Allied Professions’ Student Success/Advising Center:

Suite 201 is the hub for student success services within the CEAP and encompasses many functional areas including academic advising, teacher education admissions and licensure, clinical and field placement, assessment, technology, and recruitment. At the heart of this unit’s mission is the importance of building relationships and balancing challenge and support to promote student development. If you are looking for a student-centric, multi-faceted environment that values and expects innovative forward thinking, Suite 201 may be the place for you. As a GA/Intern, you will be paired with a team member within Suite 201 to further develop your skills according to your interest as a grad student and Suite needs. This GA/Intern position is ideal for an engaging candidate who has career aspirations of teaching, research/assessment, academic advising, recruitment, or education leadership/administration. For additional information please visit Suite201.wcu.edu and watch this video: https://youtu.be/JI_XVDkFGiw

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.*

More here: http://youtu.be/bqf_HaUFi7U

Undergraduate Research:

Seeking a GA or Intern passionate about advancing undergraduate research and creative inquiry at Western Carolina. Join leaders in the Office of the Provost to develop, market, and coordinate undergraduate research and creative awards, events, and programs. Gain experience in mentoring, leadership, and professional skills. The GA or intern will also have opportunity to work on special projects such as the National Science Foundation’s L.E.A.R.N. program and WCU’s Summer Undergraduate Research Program (SURP). If interest and time allows the GA or intern can work on advancing student engagement and long-term planning in undergraduate research and creative inquiry. Make a lasting impact on the advancement of undergraduate research at Western!

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.) Psychology:** Work with Dr. Ellen Sigler on research involving college success and persistence.
- 6.) 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). More here: <https://youtu.be/JlhGr7VDqa4>

OTHER CAMPUSES:

Haywood Community College (Waynesville) – Student Services (1 internship)

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.

Mars Hill University (Asheville) – Center for Student Success (1 internship)

The Graduate Intern within the Center for Student Success will be generally responsible for assisting departmental efforts through a hands-on practical experience. More specifically, the intern will work closely with the Director of First Year Engagement in implementing various programmatic efforts geared towards supporting student persistence.

Southwestern Community College (Sylva) (2 internship positions)

- 1.) Career Services & PEAK Program at Southwestern Community College:** In 2017, SCC implemented its SACS-COC-required Quality Enhancement Plan (PEAK), which stands for “Professional Exploration And Knowledge.” This unique initiative provides an opportunity for a HESA intern to gain experience aligning career development programs and services with broader institutional objectives. Interns will help plan and execute career fairs, facilitate mock interviews, participate in marketing and website updates, gain knowledge of Career Services technology, learn basics of career counseling, gain expertise in resume writing, gain experience serving a diverse, wide range of constituents (Early College through adult learners) and partner with other closely related services within a community college setting. In the big picture, interns will also gain an understanding of the roles that community colleges play in the North Carolina system of higher education. Internships are only possible in the Spring semester.
- 2.) Teaching & Learning Support:** This college division works in all forms of teaching and learning support. This includes: e-learning, equity and accessibility, library and honors research, professional development, and tutoring support. In addition, the department develops and presents professional development topics for faculty across all areas. HESA students can choose to work with a specific area or across departments to meet their educational goals. Possible topics include exploring accommodations for students with disabilities, developing more equitable and accessible materials, incorporating technology into instruction, recruiting and advising, library operations and supporting research. HESA interns will work with the division to develop and execute a project of direct support to either faculty, students or both. Some prior projects have included updating processes to support the review of disability documentation and determination of appropriate and reasonable accommodations, review and improvement of online materials for accessibility and inclusion, developing OER instructional materials, and assisting with Quality Matters online course quality reviews.

UNC-Asheville (3 GAships; 4 internship positions)

- 1.) **Career Center (Internship):** Seeking a talented graduate student to assist the Associate Director for Employer Relations in the day-to-day operations. The selected candidate will receive training on Employer Relations best practices, and have a critical role in coordinating employer events on campus. The Employer Relations Intern will build their own relationships with community employers through networking events, one-on-one meetings, and digital communication and report those relationships to the AD For Employer Relations. The intern will host consultations with employers about posting positions on campus, best practices for hiring UNC Asheville students, and how to build quality internships. The intern will also be in charge of on-campus interviewing activities for the Career Center, including the launch of this new initiative
- 2.) **Key Center for Community Engaged Learning (Internship):** The Key Center connects students, community partners, faculty, and staff to build relationships that strengthen communities & address social issues. We support students as they develop as scholars, leaders, and active citizens by coordinating and supporting service experiences, community based research, service learning, and educational programs. In building authentic relationships with our community partners, we help students broaden their perspective, develop critical thinking strategies, apply transferable skills, and explore their life purpose.

We will do our best to tailor an experience that meets the needs of the graduate assistant, graduate program, Key Center, as well as the campus and Asheville community. **Potential duties may include:** supervising/advising student leaders, coordinating [service opportunities](#) on campus or in the community, supporting the [Community Engaged Scholars](#) program, coordinating experiential educational opportunities (i.e. Hood Hugger tours, Cherokee Education Day, Realities of Poverty walks, Social Justice Coffee Hour), coordinating [voter engagement](#) activities in collaboration with the Political Science Department, Student Government Association, and the Leadership Development program, advising collaborative [Arts and Impact](#) events (i.e. BIPOC Student Art Show, BIPOC Excellence Showcase, Indigenous Hip Hop Festival), working with local non profit community partners and student groups on priority projects, program evaluation and learning outcome assessment, policy development, preparing materials for the [Carnegie Foundation's Community Engagement Classification](#), assist in developing Community Partner Advisory Council, managing faculty funding proposal and award process, managing recognition nomination and award processes (Community Connector Award, Community Partner of the Year Award, etc.), and organizing Celebration of Community Engaged Learning reception.

- 3.) **Office of Transition and Parent Programs (Internship):** Intern will be provided an overview of the various aspects of support provided to students and family members in their transition into the UNC Asheville community. Opportunities to help reach the goals of the Office of the Transition and Parent Programs office will also be included in this experience.
- 4.) **Residence Life (2 Graduate Assistantships: Graduate Community Directors):** The Graduate Community Director is a live-on staff member with part-time responsibilities within the Office of Residence Life. The GCDs are responsible for the daily operations of a residence hall while under the supervision of a full-time Area Director. GCDs will work an average of 25 hours per week and are expected to have work responsibilities at night and on weekends (the department will work around the class schedule of the GCDs). GCDs will gain a wealth of experience in functional areas of Residence Life including but not limited to: on-call and duty response, supervision, training, and evaluating resident assistants, adjudication

of low level conduct cases, and programming. GCDs will receive a Stipend \$13,000 for a 10-month contract, a fully furnished on-campus apartment or suite, a full meal plan comparable to that of the Area Directors, a staff parking pass, and a travel stipend of up to \$1,000 per GCD per year to commute to and from Western Carolina University.

Warren Wilson College (Asheville) (1 GAship; 3 internship positions):

- 1.) **Residential Living (Graduate Assistant).** The GA is a live-in staff member with part-time responsibilities for creating a residential environment which supports learning, builds community, respects diversity, promotes environmental citizenship, enhances wellness, and encourages responsibility. The GA responsibilities and time will be divided between residence life office hours, student leader supervision, and on duty responsibilities. Stipend \$13,000 for 10-month contract.
- 2.) **Athletics.** This internship is an opportunity to assist within the athletics department. Specific areas include marketing, promotions, event management, compliance, academics, sports information, communications and general sports management projects. You can learn more about Warren Wilson College Athletics at www.warrenwilsonowls.com
- 3.) **Substance Abuse Prevention & Education.** This internship involves 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.
- 4.) **Center for Gender and Relationships.** This internship 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.