Graduate Assistantship in Program for Women in Science and Engineering (WISE)

The Outreach Graduate Assistant will work with the Outreach Coordinator to help facilitate the development and implementation of all WiSE pre-college programs which serve over 10,000 K-14 students annually to attract and recruit girls into Science, Technology, Engineering and Math (STEM) fields at ISU. The Graduate Assistant will supervise and provide guidance to 2 undergraduate Role Model Assistants and approximately 40-50 undergraduate Student Role Models. This graduate assistantship offers many opportunities for applying theory to practice through social, academic and leadership programs as well as the opportunity to supervise students. In addition, graduate assistants will coordinate large events including SWE/WiSE University, Cyexplorations, and professional development programming for Student Role Models. Students do not need to have a STEM background in order to be effective in this position. Learn more about WiSE at www.wise.iastate.edu

Position: ½-time, 9-month Administrative Assistantship supporting WISE efforts to recruit and retain women in science, technology, engineering and mathematics (STEM) disciplines

Stipend: Compensation estimate: $1800/month

Compensation: Graduate Assistants qualify for in-state tuition and fees. Tuition and fees are reduced by one-half with graduate enrollment status for qualified individuals. Graduate Assistants receive university holidays, and most receive graduate student health insurance. Vacation and sick leave are determined by the supervisor. For more information on graduate assistant policy, http://www.gradcollege.iastate.edu/degree/graduatecollegehandbook.html

Areas of responsibility: The majority of this assistantship will involve working with the WISE Outreach programs involving undergraduate students, K-12 students, prospective undergraduate students, Community College students, K-12 teachers, parents, and hundreds of volunteers. Examples of activities:

Leadership
- Assist WiSE staff with coordination of WiSE pre-college programs (SWE/WiSE U, Student Role Models, Cyexplorations, Taking the Road Less Traveled)
- Supervise and provide leadership/guidance to the undergraduate student who coordinates the Student Role Model Program

Human & Organizational Resources
- Assist with coordination and implementation of youth policy training for undergraduate students as needed in order to comply with Iowa State University Risk Management policies
- Work with WiSE staff members and Student Role Model Assistant on recruitment, hiring and training of role models

Advising and Helping
- Provide information about WISE and STEM fields to prospective students at Experience Iowa State Days and daily campus visits by meeting with students and their families
- Provide guidance/advise undergraduate members of student organizations associated with WiSE including Cyexplorations and the Society of Women Engineers (SWE)

Assessment, Evaluation and Research
- Evaluate and enhance STEM activities that are facilitated in classrooms by Student Role Models.

Required Qualifications: Enrolled in ISU graduate programs in Educational Leadership & Policy Studies, counselor education, science/math education, science, math, engineering or related fields. Detail-oriented. Excellent communication skills. Ability to attend night and weekend activities. Master-level students only.

Preferred Qualifications: Experience or background working in admissions, some supervisory and leadership development experience is beneficial but not required.

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