Outreach & Continuing Education (OCED) and Graduate Studies (GS)

Graduate Assistantship

Availability: Fall 2011 through Spring 2012
Status: Applications accepted Spring 2011 until filled.

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Required Application Documents: Cover Letter (stating experiences related to job expectations and personal benefit, hours per week available, etc.), resume, and three professional references including contact information, phone and email information.

This Graduate Assistantship serves both OCED and GS departments to support program enhancement and development.

Position Description:
This Graduate Assistant position will start in August 2011, and will primarily assist in the areas of program enhancement and development for the departments of Outreach & Continuing Education (OCED) and Graduate Studies (GS) with emphasis on serving non-traditional students, adult learners, and working professionals. However, the duties will not be limited to these areas and the Graduate Assistant may assist in the many diverse areas of Outreach & Continuing Education Department and Graduate Studies.

The preferred candidate will have a general knowledge of adult learner theory and advising practices, research skills, and project management skills. Applicant must be a full-time, degree-seeking graduate student.

The following is a sample listing of some of the duties the Graduate Assistant may perform:
Research on a wide variety of topics related to the work of Outreach & Continuing Education and Graduate Studies including best practices, new program topics, technology, delivery methods, etc.
1. Data analysis and benchmarking of model programs.
2. Administrative support for program development.
3. Administrative support for collaborative initiatives that involve other MnSCU partners and business and industry partners throughout the region.
4. Development of web pages with appropriate resources for adult students and graduate students.
5. Conduct focus groups and/or surveys.
6. Conduct follow up on individual advising issues.
7. Participate in departmental meetings, events and process improvement activities.
8. Development/coordination of marketing materials for OCED and GS programs and offerings including area distribution.

For general information about WSU Graduate Assistantships refer to the Graduate Studies website: http://www.winona.edu/graduatestudy/GradAssistGuide.html.