

Higher Education Student Affairs. M.Ed. Program
Graduate Student Work Placement Options – 2026-2027

(Graduate Assistantships, Graduate Community Coordinators, Internships, etc.)

Overview

Listed below are the departments who have requested a HESA student. Each office has provided a brief description of the position, and some have included videos to learn more. We encourage you to explore each office's website to learn more about the programs, initiatives, and staff directory. A few things to keep in mind:

- During the 2026-2027 academic year, Graduate Assistants will be paid a minimum of \$10,500/year (\$5,250/semester) for 20 hour/week positions, unless otherwise noted.
- Non-Assistantship placements (i.e. Residential Living – Graduate Community Coordinators) are either paid on an hourly basis 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, we strongly encourage you to check out the scholarship opportunities available here: <https://www.wcu.edu/apply/scholarships/>. Scholarships open annually on October 1st.
- Second year HESA 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.

Office of Accessibility Resources (Graduate Assistantship and Internship):

The OAR has two opportunities for Graduate Assistantships and/or Internships

1) Access Coordinator

The Access Coordinator GA/Intern will be an integral part of operations for the OAR. Duties include assisting with accommodated test coordination; providing information for students, faculty, parents, and visitors regarding OAR services and procedures; assisting in coordination of auxiliary services (ASL interpreters, captioner, etc.) as needed; developing, planning, and facilitating events, promotions, communications, and social media; assist in presentations/training sessions for faculty and staff; coordinating assistive technology checkout and training; processing requests for, obtaining, and possibly creating alternate format textbooks; other duties as assigned. If a GA, student may also do intakes, documentation review, and accommodation determinations.

2) Academic Success Coach – TRIO/SAILS program

The Graduate Academic Success Coach implements academic programming and proactive services for the TRIO DSSS program within the Office of Accessibility

Resources (OAR). Primary responsibilities include provision of student-centered, strengths-based counseling, academic and executive function coaching, mentorship, case management, and proactive interventions to promote academic achievement and enrollment retention for a caseload of students with disabilities and academic need. The Graduate Academic Success Coach will help develop, plan, and facilitate events, such as workshops, cultural enrichment trips, service-learning activities, leadership retreat, graduation celebration, socials, etc. The Academic Success Coach will develop promotional materials, social media posts, and participant communications. This position also assists in data collection and analysis for grant reporting purposes and assists program directors in meeting and evaluating program outcomes.

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 (Graduate Assistantship and Internship):

The GA in the Advising Center will work with professional academic advisors to learn how to help students to select proper courses, choose 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

Office of Assessment and Accreditation (Graduate Assistantship and Internship):

The Office of Assessment and Accreditation will provide students with a 'behind the scenes' look at how the university operates. The office works with every academic program and support office on campus to help them measure the ways in which their effort makes a difference in student experiences and learning. The office also helps the university document and measure the ways in which it meets accreditation standards across the entire institution. If students are interested in gaining a broad institutional overview and learning more about how different parts of the university contribute to its overall mission, then this is the place for you!

Athletics – Athletic Marketing (Graduate Assistantship and Internship):

This position will assist in all aspects of athletic marketing for our 16 NCAA Division I teams. Duties include assisting with promotions and facility set-up as it relates to marketing on game days. They will also be assisting in the fulfillment of corporate sponsorships. The position will help in creating marketing plans and may also assist in selling sponsorship packages.

Additionally, the position will be asked to occasionally work in the ticket office, selling tickets and answering questions as fans reach out to the ticket office.

Brinson Honors College (Graduate Assistantship):

This position is ideal for a self-disciplined, motivated graduate student who wishes to pursue a career in higher education administration. The GA position will provide valuable experience at the interface between academic affairs and student affairs, allowing the hire to gain an understanding of the day-to-day operations of a college office. Graduate students interested in working with current undergraduates and prospective students, supporting student leadership efforts, developing new alumni outreach, coordinating study abroad opportunities and global internships, and programming student activities should apply. The portfolio of responsibilities in the GA position can be tailored to the specific goals and interests of the hire in order to maximize the opportunity for personal and professional growth.

Call Me MiSTER (Graduate Assistantship and Internship):

The GA/Intern for the College of Education and Allied Professions Call Me MiSTER (Mentors Instructing Students Toward Effective Role models)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 (Graduate Assistantship and Internship):

CRW has four placement options for students looking for assistantships and three placement options for students looking for an internship. Professional development funding is available for assistantships on an annual basis. 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:

Graduate Assistantships:

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. GAs 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 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) Marketing (Assistantship): Assist in the day-to-day operation of the departmental marketing team, including supervision of 3-5 student staff (hiring, training, evaluation, scheduling, etc.). Coordinate marketing efforts for various programs, events, and initiatives. Assist with outreach efforts such as tabling, info fairs, presentations, tours and newsletters. Work closely with university marketing to ensure compliance with university branding.

4) Fitness Programs (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. **Prior fitness programming experience is required**

Internships:

1) 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*

2) 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.

3) Lil Cat's Summer Camp (Internship: Summer Only): Assist with the day-to-day operation of a day camp for kids between 8-12 years old. Supervise 5-10 camp counselors including training, evaluation, and scheduling. Assist with organizing special activities and field trips with campus and community partners. Assist with overall camp administration such as risk management, contracts, logistics, camper communication, marketing, etc.

College of Education & Allied Professions' Student Success Center (CSSC) (Graduate Assistantship):

The CSSC 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, the CSSC may be the place for you. As a GA/Intern, you will be paired with a team member within the center to further develop your skills according to your interests as a grad student and unit's needs. This GA/Intern position is ideal for an engaging candidate who has career interests in teaching, college student development, research/assessment, academic advising, recruitment, or education leadership/administration. For additional information please visit CSSC.wcu.edu or contact Heather McGuire at hmmcguire@wcu.edu.

Center for Career and Professional Development (CCPD) (Graduate Assistantship and Internship):

CCPD offers four great opportunities for graduate students and provides a GA Supplemental Stipend: \$4,500/year for Graduate Assistantships (\$15,000 total GA stipend).

- 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. Interns will have the opportunity to create projects based on their interests. Perfect position to build your resume for a career in Career Services, Academic Advisement, External Affairs, Service-Learning, Counseling, and Academic Affairs!
- 2) DegreePlus Program (Assistantship/Internship):** The GA/Intern will support the DegreePlus program, which 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.

- 4) Career Outcomes Data Management (Assistantship/Internship):** Assist the career center in running our office assessments, designing and implementing new evaluations, and manage the First Destination Survey process for the university! You would be able to design surveys, analyze data, create reports, and present findings to a variety of audiences. This includes helping the Director prepare for external meetings with Chamber of Commerce, provost council meetings, and Board of Trustee meetings. In addition, if you have a creative side, we would like to explore how to showcase these data and success stories in our social media. You would be able to work with this team to help point out data and students that could be highlighted. Develop skills in: storytelling, data analysis, data collection design, presentation, and university leadership and strategy. Data is an area EVERY university unit looks for when hiring!

Center for Community Engagement and Service Learning (CCESL) (Graduate Assistantship):

CCESL is the hub for community engagement and civic education on campus. The CCESL GA will assist in the development, coordination, and assessment of community engagement, civic, and service-learning programming. Sample activities include community service events, voter registration, grant applications, classroom presentations, and club advising. The GA will also get the opportunity to participate in university wide events, collaborate with campus partners, and attend professional development opportunities. This broad exposure ensures that the GA develops a well-rounded skill set applicable to many career paths within higher education.

Cherokee Center (Internship):

The grad student 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 (Graduate Assistantship):

The Coulter Faculty Commons (CFC) is WCU's teaching center and is centrally located in Hunter Library. We partner with faculty, instructional staff, and graduate teaching assistants

to support teaching excellence and student learning. Our mission is to advance excellence in teaching, learning, and scholarship by partnering with the WCU community through collaboration, creation, and celebration.

As part of a collaborative team, the Graduate Student Assistant (GSA) should feel comfortable managing small projects. The GSA will explore preliminary research topics, assist with faculty development services, and help implement various workshops. To help promote the inspiring projects and exciting activities of the CFC, the GSA will take part in designing [newsletter articles](#) and social media posts. Graduate assistants will have opportunities to grow their technical and communication skills sets, including hands-on experience with Office 365 and Microsoft Teams, with additional exposure to WordPress and graphic design tools such as Canva. Typically, the GSA will work 20 hours per week and can adjust these hours around their class schedule. If supporting instructors on campus and learning more about student success in higher education from this unique perspective sounds exciting to you, we'd love to welcome you to our team! We are prepared to support you to expand your background knowledge and skills to make a meaningful impact on our campus while building your résumé or curriculum vitae. For more information about the CFC, please visit our [website](#).

Office of Distance Learning (Graduate Assistantship and Internship):

Compensation

GA roles work 300 hours at 20 hours per week for 15 weeks per semester. We would pay the GA \$12,000 per year (\$6,000 per semester).

Job Description

Distance Learning at WCU serves over 20% of the undergraduate student body from inquiry to graduation. The Distance Learning Graduate Assistant will have the opportunity to serve as a key member of the Distance Learning Office team. This position offers graduate students a unique opportunity to learn about an ever-growing population in higher education: nontraditional online students. This allows students to have a broader experience in job interviews and future career options. As part of this role, the student can also work with the Office of Military Student Services on some projects, furthering their job-related skills.

The focus of the Graduate Assistant in this role would be to advance the Success Coaching program, which connects online students with one-on-one mentoring, especially those in academic recovery. In the Success Coach role, the GA will also lead one virtual program a month on a success topic and write a newsletter article each month. Beyond being a Success Coach, the GA for Distance Learning will help plan and implement additional virtual programming throughout the semester and create various resources for student success. By supporting students balancing work, family, military service, and academic responsibilities, the GA plays a direct role in improving student persistence, access, and degree completion among historically underserved populations. The Graduate Assistant will have primary responsibility for maintaining a coaching caseload, planning and facilitating virtual programming, supporting

the Distance Learning team in the office, and contributing original content and resources that support online student success.

Distance Learning is a small but mighty team within WCU, and we are very open to working with our GAs on projects that give them opportunities to build skills in areas where they are less comfortable while serving distance students. Since we serve distance students in small ways throughout their time at WCU, we offer GA opportunities to learn about Admissions, Enrollment, Advising, Financial Aid, Transfer, Student Life, Student Success, and more. Through this role, the GA will gain direct experience in student success coaching, virtual program development, professional communication, assessment-informed outreach, and cross-campus collaboration—skills consistently sought in student affairs and higher education administration roles.

Preferred Qualifications

This position is ideal for graduate students interested in student success, advising, retention, access, and equity, who are eager to expand their skill set beyond traditional residential student populations. Students interested in relationship-driven work, proactive outreach, and supporting learners through complex life circumstances will thrive in this role.

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 Associate Director of Compliance & Training. This person will be primarily responsible for assisting with general financial aid operations, including, but not limited to financial wellness 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.

Fraternity and Sorority Life

Graduate Students aiming to expand their Student Affairs portfolio would do so working with the dynamic team that supports Greek Life on campus. Membership in a Greek organization is not required to seek out this opportunity. This position is supervised by the Director and works directly with all team members on objectives that enhance and support Councils and individual organizations. Students interested in this work need to be willing to work nights or weekends as well as some standard office hours. Schedule is built around student interest and office needs and includes assistance with administrative tasks, program development and implementation, council advising, organization support, and weekly staff meetings.

Office of Global Engagement (WCU Global) (Graduate Assistantship and Internship):

The Office of Global Engagement is seeking a highly motivated and self-disciplined candidate to join our team! The graduate assistant or intern would work directly with members of the Office of Global Engagement to support administrative operations, academic integration efforts, and student programming. This includes, but is not limited to, presenting Study Abroad 101 sessions, assisting academic integration initiatives, and institutional compliance coordination. This individual will also assist with student programming, International Festival (I-Fest) planning, and help to support the 200 international students enrolled at Western Carolina University. This position is ideal for a student pursuing a career in international education, educational administration, or student advising. Candidates with previous study abroad experience are strongly preferred for this role.

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.

Higher Education Student Affairs (HESA) Graduate Program (Graduate Assistantship and Internship):

The intern 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.

Hunter Library (Graduate Assistantship):

The graduate student will work with the department head or unit manager on projects related to customer service, creating documentation, statistical work, stacks maintenance and library building management, and assisting with the Scholar Studio, Game Room, or Study Room spaces, 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.

Mountain Heritage Center (Graduate Assistantship and Internship):

The position will work collaboratively with professional museum staff and be responsible for communication, education, and outreach programs targeting the campus community. This position will support the academic engagement initiatives related to Mountain Heritage Center

programming including exhibitions, tours, and Mountain Heritage Day. The Mountain Heritage Center is a teaching museum at WCU that celebrates the people, objects, and places of southern Appalachian culture. Learn more here: <https://www.wcu.edu/engage/mountain-heritage-center/>

New Student Orientation (Graduate Assistantship and Internship):

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 the Provost (*reserved for 2nd year student*) (Graduate Assistantship and Internship):

The individual will support a variety of administrative and academic initiatives within the Office of the Provost. Primary responsibilities include drafting and editing written materials, assisting with planning and coordination of events, supporting committees and task forces, conducting research to inform decision-making, and contributing to cross-divisional projects within Academic Affairs. The individual will also help manage project timelines, communications, and documentation for initiatives assigned by the Provost, Vice Provost, Associate Provost, and other office staff. This position provides a high-level view of academic administration and offers opportunities to develop professional skills in communication, research, project management, and higher-education leadership.

Project Discovery~Talent Search (Graduate Assistantship and Internship):

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.

Research Administration (Graduate Assistantship and Internship):

Ideal for a graduate student or intern interested in research administration, higher-education operations, or project management, this assistantship provides an opportunity to work with the Office of Research Administration (ORA) on projects that support the university's research enterprise. The GA or intern will assist with administrative and programmatic tasks that contribute to faculty support, research development, and campus-wide research initiatives. The student will also help coordinate workshops, training sessions, and networking opportunities designed to strengthen the research community at Western.

In this role, the GA or intern will contribute to special projects that advance ORA's mission, including marketing and outreach efforts, content development, and support for research-related events. The student will also assist with managing ORA's social media presence to promote resources, programs, and opportunities across campus. If time and interest allow, the GA or intern may also support additional office initiatives related to enhancing services and long-term planning for research administration at WCU.

Residence Life (Graduate Assistantship):

Graduate Community Coordinators (GCC) (Multiple positions available)

GCCs 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.

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

Office of Student Conduct (Graduate Assistantship and Internship):

The Office of Student Conduct (OSC) fosters student accountability and responsible decision-making by facilitating an understanding of the University's Code of Student Conduct through learning-centered opportunities. The OSC cultivates a culture of respect, integrity, and safety in order to foster a healthy and inclusive living and learning environment for each student and the Catamount Community.

The graduate student position offers a variety of experiences including managing a personal student conduct case load, editing and reviewing the Student Code of Conduct, developing programs and presentations for the community, understanding and researching changes in federal and state law regarding student conduct procedures.

Office of Student Retention (Graduate Assistantship and Internship):

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), Summer Bridge Programs, and Academic Learning Communities.

- 1) **Mentoring and Persistence to Success (Assistantship and Spring Internship):** MAPS supports first-generation college students, independent students, and students from low-income backgrounds through Compass coaching and connection to campus and community resources. The MAPS GA will support a caseload of Compass students in individual coaching meetings, programming, the First Gen Club, and will serve on the First Gen Advisory Board with other campus and community partners. The GA will represent OSR/MAPS by attending events (info fairs, open house, etc.) to promote the program services. The GA may also have an opportunity to support lessons taught through USI 130 in the Fall term. Other relevant tasks may come up throughout the year based on need.

- 2) **Project CARE (Assistantship):**

Summary

Project CARE is an early-arrival peer mentoring program open to all incoming first-year students at Western Carolina University. The Project CARE Graduate Assistant will assist with student services and programs related to the needs of their department. The Project CARE Graduate Assistant will report to a member of the Office of Student Retention. If the student is being asked to work more than their designated hours per week and the supervisor refuses to reduce the workload, the student should report the matter to the graduate program director. If the assigned supervisor is the program director, the student should report the matter to the department head.

Learning Outcomes:

- Demonstrate the ability to work both independently and in collaboration with stakeholders (students, faculty, staff, and/or community members)
- Learn about the profession, developing an understanding of professional standards and expectations
- Practice professional and ethical behavior and communicate effectively and responsibly.

Project CARE Job Responsibilities

The Project CARE Graduate Assistant will directly support daily operations, management, and development of a variety of programs and events. This will include student learning activities, materials and reports, encouraging student participation in development activities, and applying in-class learning to a practical setting. The Project CARE Graduate Assistant may also be required to support activities of the programs housed within the Office of Student Retention (MAPS, Student Transitions, FYE, Project Care, etc.).

Project CARE Assessment

The Project CARE Graduate Assistant will meet with their supervisor at the start of the assistantship to set goals, discuss responsibilities, and set expectations. The supervisor and graduate assistant will meet regularly throughout each term for regular check-ins which will include regular opportunities for feedback. The Project CARE Graduate Assistant will have a formal evaluation with their supervisor at the conclusion of each academic term.

- 3) **Student Retention (Spring Internship):** 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.
- 4) **ASP Abroad (Spring Internship):** ASP Abroad is an international educational experience mainly for first-year students who participated in the Summer Bridge Program. This internship will assist the Summer Bridge Coordinator in the preparation of this trip, including developing educational materials, student experiences, assessments, and more. Additionally, the intern will be expected to attend the trip (usually in March) and assist with the chaperoning, education, and overall coordination of the trip. Afterwards, the intern will assist with assessment and evaluation to improve future experiences.
- 5) **Summer Bridge (Summer Internship):** The Graduate Summer Intern will work with undergraduate leaders, staff, and faculty of the Summer Bridge Programs to guide and support students as they prepare for and transition into their first college experience. Summer Bridge allows incoming first-year students to earn 7-8 credit hours in 5 weeks and experience college before the fall semester. During these programs, we offer social, academic, and experiential learning opportunities to give students the "WCU Experience" without the overwhelm of the busy fall semester. The Graduate Summer Intern seeks to support the administration of these programs, and support students in their development during this dynamic and exciting summer session. This is a paid position working from June 1-July 31 each year.

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 (Graduate Assistantship and Internship):

Ideal for a graduate student or intern interested in academic administration, student engagement, or research program development, this internship provides an opportunity to work with Undergraduate Research & Creative Inquiry on initiatives that promote undergraduate research and creative scholarship at Western Carolina University. The GA or intern will assist in developing, marketing, and coordinating key programs and events that support student research involvement and recognition.

The intern will help organize undergraduate research events and awards programs designed to enhance student learning, professional development, and visibility of research on campus. The student will also work on special projects such as WCU's Catalyst: Summer Research and Leadership Program, contributing to planning, logistics, and student support. If time and interest allow, the GA or intern may also assist with long-term planning and initiatives aimed at increasing student engagement and expanding the reach of undergraduate research and creative inquiry at WCU.

Wellness Promotions (Graduate Assistantship and Internship):

This position will work under the supervision of the Director of Wellness Promotion. Wellness Promotion supports the wellbeing of WCU's campus community through creative programming, engaging trainings, and community-building events. Our office takes a holistic approach to wellness promotion, providing education and resources for eight elements of wellness (including social, emotional, physical, intellectual, occupational, financial, spiritual, and environmental). This position is ideal for students who have a passion for health and wellness.

The Wellness Promotion Graduate Assistant/Intern will gain skills in program planning, implementation, and evaluation, in addition to presenting on a variety of health topics, marketing and social media management, collaborating and developing relationships with campus partners, and assisting in the supervision of the Catamount Wellness Ambassadors.

Writing & Learning Commons (internship):

The Writing and Learning Commons (WaLC) promotes student success through course tutoring, writing support, academic skills consultation, supplemental instruction, and more. Elevate your graduate experience by joining the WaLC to engage in impactful projects including but not limited to:

- Researching and redesigning academic skills workshops
- Contributing to the WaLC's social media committee
- Designing and facilitating a customer service training program
- Planning social events for WaLC associates

- Assisting with website development/design
- Collaborating on the annual WaLC conference
- Contributing to the training and supervision of peer educators
- Observing peer education sessions and providing high quality feedback
- Assessing the impact of WaLC services on students' success and feelings of belonging

Compensation is available for one professional development activity per year. Please contact us at walc@wcu.edu with any questions.

Western North Carolina Regional Institutional Partners*:

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 hands-on practical experiences. 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) (3 internships)

- 1) Student Accessibility (Internship):** This internship is a good match for graduate students interested in accessibility and disability services in the community college environment. The intern, supervised by the Student Accessibility Coordinator, will be part of a small team that supports students and faculty with disability-related accessibility at Southwestern Community College (SCC). All students will train on the ethical and legal components of disability/accessibility services in higher education in the U.S., as well as AHEAD (Association on Higher Education and Disability) / NC Community College System guidance on facilitating access in the college environment. Tasks (during SCC work hours only) may include practicing the “interactive process” of reviewing documentation, completing intake appointments, and suggesting reasonable accommodations, providing accessible testing, providing academic coaching, and reviewing online/hybrid courses for accessibility.
- 2) 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.

- 3) 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 Graduate Assistantships; 4 Internships)

- 1) Career Center (Internship):** The Career Coach Intern supports UNC Asheville students in 1:1 appointments as they make decisions about what is next for them. The Career Coach intern learns under our Associate Director for Career Education and the primary focus of this role is in meeting 1:1 with students, developing active listening skills, and helping students determine the next steps to reach their career goals. We focus on training, support and growth in this role. Prior interns have used this position to improve on helping skills, learn the ins and outs of programming, event planning, and more. The bulk of the role is in meeting 1:1 with students, but there is plenty of room to add in more depending on what you want to learn. We offer introductions to potential employers and our interns gain the skills to land work quickly.
- 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.

*Availability is subject to change. Please connect with HESA Program Director to discuss further.