The WiSE community coordinator is a student staff member who assists in building community and providing support to first-year and second year women majoring in a science, technology, engineering or math (STEM) major. The WiSE community coordinators do this through two primary functions:

- Leading WiSE community groups of 5-6 first or second year women in STEM majors. The WiSE community groups exist to reduce feelings of isolations and to assist students with their transition to college. The WiSE community coordinator serves as role model and coordinates activities and gatherings for their community groups through the academic year.
- Serving on the 12-member WiSE Leadership Team to create, plan and implement events and programs for all WiSE students with the assistance of a WiSE staff member.

**Qualifications**
For consideration, candidates must meet the following qualification requirements:

- **Minimum grade point average of 2.5**
- Majoring in a [WiSE STEM major](#)
- Sophomore, Junior, or Senior classification (by time at ISU not credits; for the academic year 2022-2023)
- Strong interpersonal communication skills
- Positive attitude
- Self-motivated
- Understanding of the challenges faced by first-year students and women as an underrepresented population within the STEM majors
- Must be able to attend to attend Spring Training and August trainings

**REQUIRED TRAININGS/EVENTS:**

<table>
<thead>
<tr>
<th>Required Training/Event:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>WiSE Community Coordinator Spring Training</td>
<td>Tentative: April 14, 2022</td>
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<tr>
<td>Iowa State University-Wide Peer Mentor Training</td>
<td>Tentative: August 15 &amp; 16, 2022</td>
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<tr>
<td>WiSE Community coordinator Fall Training</td>
<td>Tentative: August 17 &amp; 20, 2022</td>
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<tr>
<td>WiSE Welcome</td>
<td>Sunday, August 21, 2022</td>
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<tr>
<td>Continued Professional Development (at least one a semester)</td>
<td>Fall 2022 &amp; Spring 2023</td>
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Responsibilities

- Arrange and participate in weekly academic, social, or leadership activities with WiSE community group
- Attend weekly Leadership Team meetings with all community coordinators
- Attend monthly Team Building sessions with all community coordinators
- Create, plan and implement WiSE monthly events for all WiSE students under the supervision of the WiSE supervisor (examples: StrengthsQuest Retreat, Academic Success workshop, etc.)
- Meet individually with WiSE supervisor as needed
- Help students become familiar with university resources; advise and refer to appropriate university resources, as the need arises
- Keep community group members informed of upcoming events and activities
- Other duties as assigned by the WiSE supervisor

Expectations

- Be respectful of all students, staff, faculty, and fellow community coordinators
- Keep all student information confidential
- Keep WiSE supervisor updated on any student issues/concerns
- Respond to emails in a timely manner
- Be prepared to plan, lead, and participate in Leadership Team meetings and WiSE events
- Maintain a positive and professional relationship with your students while building connections
- Nurture an unbiased, unprejudiced and open environment that will strengthen the social and professional support system and knowledge base of community group participants
- Enable participants to converse freely, ask questions and voice their opinions and concerns
- Be a positive role model for WiSE students and appropriately represent the Program for Women in Science and Engineering

Compensation & Start Date

Community coordinators receive a salary of $11.00 an hour for the first year they have the position and $11.50 per hour if return to the position for a second year. Community coordinators work approximately 6-10 hours a week.

This position is for the 2022-23 academic year. Candidates have the option to working spring 2022 at 2-4 hours per week and summer 2022 virtually at 2-4 hours per week.

Anticipated Benefits of Being a WiSE Community Coordinator

- Increased communication and interpersonal skills
- Increased knowledge of and sensitivity to the challenges other face
- Increased self-confidence
- Personal satisfaction in helping others and seeing others succeed
- Increased knowledge and sensitivity to diversity issues
- Increased understanding of own leadership styles and further development of leadership skills
- Increased understanding of issues facing women in STEM
- Development of event planning and organizations skills

Questions:

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