

**Graduate Assistantship at Virginia Tech to support the
Women and Gender in International Development (WGD) Program**

Fall semester 2021 – Spring semester 2022

Position Description

The Women and Gender in International Development (WGD) program Graduate Assistant will support the WGD program. Under the direction of Dr. Maria Elisa Christie, the WGD program ensures a gender-sensitive approach to all Center for International Research, Education, and Development (CIRED) projects and raises awareness at Virginia Tech about gender and international development issues. This GA is for the academic year of fall semester of 2021 and spring semester 2022. You will be funded for two semesters, including tuition and a stipend. You must be enrolled in a full-time program of graduate studies in a degree-granting department at Virginia Tech. All students must fulfill the requirements of the Graduate School and the appropriate program of study in order to qualify. Note required skills and experience below.

Job Duties and Responsibilities

- Support the InclusiveVT initiatives of Outreach and International Affairs
- Provide research and writing support for grant proposals, research papers, and reports
- Conduct literature searches on gender and development topics relevant to projects and proposals
- Assist in the development of research instruments (qualitative and quantitative)
- Analyze qualitative data on gender-based constraints and opportunities using ATLAS.ti or other software
- Support writing of publishable papers and presentations for professional conferences
- Enter bibliographic sources into EndNote
- Help prepare materials for training workshops, meetings, and presentations
- Support administrative aspects of WGD projects and events
- Plan, write, edit and track social media posts promoting WGD activities
- Support organization and promotion of CIRED's *Women and Gender in International Development Discussion Series* <https://cired.vt.edu/women-and-gender-in-international-development/wgd-discussion-series.html> virtually, and in person if COVID conditions allow
- Help prepare instructional materials for guest lectures or gender, environment, and development course

Skills and Experience

Required:

- Background in social sciences
- Demonstrated interest in international development and/or gender issues
- Excellent research, communication and writing skills
- Organization skills and attention to detail
- Experience with social science research methodologies (Qualitative and Quantitative)
- Native proficiency in English
- Ability to work independently in developing research tools, conducting literature reviews, and organizing events
- Proficient in Microsoft Suite (especially Word, Excel, and PowerPoint)

Preferred:

- International working or living experience

- Experience supporting research and/or research for development activities in Low-and-Middle Income countries.
- Background in agriculture, food security, and/or rural development
- Professional experience in gender issues in an international context
- Experience with event planning
- Experience in journal article development and presentations
- Experience using EndNote
- Proficient in Adobe Suite

Hours: Flexible, 20 hours per week.

Job Location: 526 Prices Fork Road (0378), Blacksburg, VA (corner of Prices Fork and Toms Creek) As of the time of the posting of this position, due to COVID-19, work will be carried out remotely. Depending on COVID-19, work may return to an in-person location in fall or spring and in-office presence will be required.

To apply: Send an email describing why you are well suited for this position, an unofficial transcript, a sample of your writing, a resume, and the names of two references to Maria Elisa Christie at mechristie@vt.edu. Be sure to put **WGD GA position** in the subject heading.

Timeline: Review of applicants will begin April 19, 2021.