Professionalism, Roles and Expectations for Graduate Assistants at WMU

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Introductions

• Name
• What do you study?
• Where is your GA?
• What are your major responsibilities?
• What do you expect to learn from your GA?
• What do you expect to learn today?
Roles and Expectations

- GA = professional position
- GA supervisors
- Job descriptions
- Expectations
- Seek feedback
Professionalism and Work Ethic

- Define professionalism
- Give two examples of professional behavior
- Give two examples of unprofessional behavior
Professionalism

- Dress to impress
- Be punctual
- Protect confidentiality
- Prioritize and manage your time
- Represent WMU well
Communicate Appropriately

- Preferred method of communication
- Ask questions
- Come up with solutions
- Communicate positively
- Be prepared for meetings
- Get to know others
- Phone/email
- Customer service expectations
Career Management

- Professional development
- Volunteer
- Professional network
- Handshake and LinkedIn profile
- Update resume/CV
- Performance evaluations
Connect GA with Studies

- How is your job fitting in with your academics?
- What are you learning on the job that is helping you in your classes?
- What are you learning in class that you can apply at work?
- What skills would you like to develop?
- What is your greatest accomplishment in this position this semester?
- How does your job fit within the goals of the university and department?
- What is your unique contribution?
Career Readiness

- Career & Self-Development
- Communication
- Critical Thinking
- Equity & Inclusion
- Leadership
- Professionalism
- Teamwork
- Technology
Self-Evaluation
Questions, Issues, Concerns

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