The Women's Center

**Title:** Graduate Coordinator for the Women's Center

**Location:** Student Center, room 110

**Job Type:** Graduate Student Worker

**Days Needed:** Monday – Friday (Occasional evenings and weekends required)

**Job Description:**

The Women's Center/Office of Equity & Diversity (OED) graduate coordinator will be responsible for the following:

- Plan, implement and publicize diverse campus educational programming.
- Provide effective student leadership to assist in developing responses to issues affecting the status of women-identified students and in support of gender equity on campus.
- Provide information, support and referral on issues unique to the needs of college women.
- Serve as member of a team to address gender issues on campus and to network with other organizations with similar goals.
- Coordinate, in conjunction with others, training, peer leader program, and support for student interns for Women’s Center/OED

**Primary Responsibilities:**

*Programming Implementation*

- Organize and implement educational programming and other events on women's/gender issues and broad social justice issues;
- Work with University Communications to develop and send weekly media releases, and implement other publicity strategies, including social media.
- Help develop, run, facilitate, and maintain OED mentorship program

*Outreach*

- Organize tabling and other outreach activities/events to reach a variety of students about gender equity issues, as well as programming and services offered by OED/Women’s Center.
- Coordinate staffing and initiatives at events, fairs, and orientations
- Present and facilitate classroom presentations, workshops, and trainings across campus on issues that disproportionately impact those who identify as women.

*Information/Referral/Staffing/Resource Library*

- Provide information and referral to Center users.
- Work at front desk as needed.
- Serve as a Women’s Center representative and/or liaison to university committees, task forces, etc., as well as community organizations, as assigned.
Support and Advocacy

- Provide support and advocacy to help women learn about their legal rights, how to file complaints, and campus and community services.

Marketing

- Implement and lead student social media activities, including blogging, website posts and facebook;
- Assist in writing copy for advertising and publicity pieces;

Qualifications:

- Matriculation in a graduate program with good academic standing
- Candidate must have a solid working knowledge of women’s and gender issues.
- The candidate should be able to demonstrate a commitment to diversity and social justice.
- Strong communication, organization and interpersonal skills with the ability to handle multiple projects in a fast-paced, diverse working environment
- A motivated self-starter dedicated to student growth and development
- Ability to analyze, organize, and communicate professionally, efficiently, and effectively
- Experience in planning events, supervising staff/volunteers and public speaking
- Working knowledge of Microsoft Office, including using Excel to maintain spreadsheets and databases, Word to compose documents and manuals, and PowerPoint to develop presentations, fliers, and other documents
- Ability to maintain strict confidentiality and professionalism in supervising undergraduate students

*This is a general description and is not to be construed as all-inclusive.

Application Instructions:

Apply here: https://orgsync.com/98154/forms/261574