



UD Women's Center  
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Phone: 937-229-5390

[womenscenter@udayton.edu](mailto:womenscenter@udayton.edu)

<http://www.udayton.edu/womenscenter/>

## Graduate Assistantship, Women's Center

**Mission:** *The UD Women's Center is an educational space that enhances the climate for women and men on campus. Organizing its efforts through the lenses of sanctuary and social justice, service and leadership, scholarship and learning, and spirituality and community, the Center strives to promote equality, understanding and mutual respect.*

**Overview:** Founded in 2003 the Women's Center is committed to the success of women faculty, staff, and students. Center staff are co-located and work closely with the Women's and Gender Studies Program to deepen student learning experiences in and outside of the classroom. Center staff also collaborate with various other units (e.g. Career Services, Counseling and Health, ArtStreet, Athletics, OMA, etc.) to enhance student experiences, and with other departments and programs (e.g., Human Resources /Wellness, Roesch Library, Title IX Coordinator, etc.) to support women faculty and staff and affect campus climate and institutional policies.

The Women's Center Graduate Assistant (GA) is an integral member of the Women's Center staff. The GA's primary role is to assist in carrying out the Women's Center's mission with its student constituents through outreach, programming, communication and promotion of the Center and its resources.

### **Specific responsibilities (subject to change to meet assessed needs of the Women's Center):**

- Actively contribute to the development and implementation of the Center's strategic plans, goals and objectives;
- Serve as a liaison and point of contact with individual students, student organizations and the student body;
- Identify and build awareness and relationships with student and other groups;
- Assist with the planning, implementation, and publicity of annual Women's Center special events: e.g. Women's History Month, Be A Better You: Love Your Body Month, Campus to Career: Bridging the Gap, \$tart \$mart workshops, among others;
- Solicit ideas, develop and deliver educational programs (active and/or passive) on topics of interest to women;
- Assist in representing the Women's Center at open houses, orientations, information fairs, etc.;
- Support the Center's newsletter editor in sharing information, promoting activities and events, building relationships, etc.;
- Help Center visitors access resources, information and referrals;
- Help staff the Women's Center during daytime and special events. Occasional evening and /or weekend work may be required;
- Work on projects of special interest to the GA and/or other staff; and
- Other duties as assigned.

**Learning Outcomes:** The GA will gain experience in the operation of a "special purpose" center in an academic environment. The GA will strengthen programming, supervisory, and organizational skills and enhance her/his knowledge of women's issues and appreciation for working with diverse populations. The GA will work with Center staff to identify and explore connections between the assistantship and the student's academic program, as well as benefit from exposure and possible involvement with Women's & Gender Studies and other academic and Student Development offices, depending on need and interest.

**Qualifications:** The Women's Center seeks candidates who can demonstrate significant current or past interest and experience working with women's issues in an educational setting or in a volunteer capacity. Additional qualifications include excellent communication (oral and written), organizational, and computer skills, and interest in planning and implementing programs and activities—both independently and collaboratively—often for an undergraduate student audience. Maturity, flexibility, self-initiative, ability to work independently, and demonstrated interest in and knowledge of issues of special concern to women will characterize this GA. Priority will be given to applicants enrolled in the College Student Personnel and /or Higher Education Administration graduate programs. Undergraduate education in Women's & Gender Studies, Communication / Publicity, Marketing and /or experience with a campus women's center will also be highly valued.

**Additional Details:** Employment requires a minimum of 20 hours/week (est. August 1, 2014 – April 30, 2015), pays \$1,000/month stipend for a 9-month position, and includes full-time graduate tuition (Fall and Spring semesters only). Hours are flexible and will be set in consultation with Center staff. For more information, contact Lisa Rismiller at 937-229-5592 or at "lisa.rismiller@udayton.edu"