

## **Graduate Assistantship**

- Office:** Margaret Sloss Women's Center
- Position:** Graduate Assistant,  
Educational Outreach & Events Coordinator
- Term of Employment:** ½ time (20 hours per week):  
Nine-month academic year (August-May)
- Compensation:** Graduate Assistants qualify for in-state tuition and fees. These resident fees are then reduced by one-half with a full or provisional graduate enrollment status (restricted enrollment does not qualify). Salary to be determined by the Division of Student Affairs.
- Duties:** Develop and facilitate programs in collaboration with other staff members; present educational programs to student organizations, classes and departments; coordinate program request schedule and evaluation form collection; lead event coordination for Women's Center in collaboration with Director and other campus/community organizations (including: Women's Week, Women's History Month, Take Back the Night, Sexual Assault Awareness Month, etc.), and other tasks to be assigned.
- Qualifications:**
- Required:** Must be enrolled in a graduate degree program at ISU. Bachelor's degree, commitment to women's issues, commitment to plurality/diversity issues, ability to work collectively and independently.
- Preferred:** Some programming experience (or teaching experience) and/or previous paid or volunteer work in settings committed to feminist/humanist ideals.
- Contact person:** Penny Rice  
Margaret Sloss Women's Center  
515/294-4154  
pennyr@iastate.edu

Kutztown University  
Women's Center  
Graduate Assistant  
Job Description

The duties of the Women's Center Graduate Assistant are multi-faceted; they include but are not limited to the following:

- To work with the Director, Coordinator, Undergraduate Assistants and Volunteers of the Women's Center
- To assist in the day-to-day functioning of the Center, including answering the phone, delivering and posting campus notices and posters, making copies of materials, processing mailings, filing and other organizational duties as they may arise.
- To learn the routines of opening and closing the Center, including turning all equipment on and off.
- To be willing and open to working with a diverse population.
- To act as an advocate for women's issues.
- To understand feminism and how it applies to women's pasts, presents and futures.
- To become familiar with the resource files and library in the Center.
- To provide referral information about on-campus and community agencies as requested by members of the campus and local communities.
- To respond to the needs/requests of visitors to the Center in a caring and concerned manner.
- To attend meetings of the Feminist Majority Leadership Alliance (FMLA), Women's Center and Women's Studies Advisory Boards and weekly staff meetings.
- To assist in workshops and residence halls programs as well as special events.

5/21/03 (Revised)

Kutztown University  
Women's Center/Women's Studies  
Undergraduate Assistant  
Job Description

The Undergraduate Student Assistants are a vital part of the Women's Center/Women's Studies staff. Since the Women's Center and Women's Studies program focus is on students, student employees impact the program through their interests and goals. Every effort is made to utilize the ideas and strengths of each individual and to provide opportunities for contributing to the major mission of the Center and to foster the optimum development of KU women. Student employees are required to be in good academic standing and present a positive and welcoming attitude to KU students, faculty and staff. Preference will be given to students with a minor in Women's Studies.

The duties of the Women's Center/Women's Studies Undergraduate Assistants are multi-faceted; they include but are not limited to the following:

- To work with the Director, Coordinator and other Undergraduate Assistants and Volunteers of the Women's Center
- To assist in the day-to-day functioning of the Center, including answering the phone, delivering and posting campus notices and posters, making copies of materials, processing mailings, filing and other organizational duties as they may arise.
- To learn the routines of opening and closing the Center, including turning all equipment on and off.
- To be willing and open to working with a diverse population.
- To act as an advocate for women's issues.
- To understand feminism and how it applies to women's pasts, presents and futures.
- To become familiar with the resource files and library in the Center.
- To provide referral information about on-campus and community agencies as requested by members of the campus and local communities.
- To respond to the needs/requests of visitors to the Center in a caring and concerned manner.
- To attend meetings of Women's Center and Women's Studies Boards and weekly staff meetings.
- To assist in workshops and residence halls programs as well as special events.
- To be a member of at least one student group supported by the Center: Feminist Majority Leadership Alliance (FMLA), Allies, Students Organizing Against Rape (SOAR), and Iota Iota Iota.

6/05/02 (Revised)