

Computer Specialist

1. Develop and maintain Women's Center Web Page on a bi-weekly basis.
2. Update Women's Center hardware and software.
3. Troubleshooting, maintenance and upgrades of Women's Center computers.
4. Other projects as assigned.

All students are responsible for:

- x Answering phones, directing calls, and taking messages. Record every incoming call onto the telephone and referral log located next to the phones.
- x Answering constituent's requests for information about the Center and our services.
- x Assisting visitors in our library.
- x Posting Women's Center flyers.
- x Running business errands around campus.
- x Typing correspondence, labels, and forms on the typewriter or computer.
- x Issuing library cards in the absence of library staff.
- x Assist in keeping the Women's Center in an orderly fashion. This includes, but is not limited to, emptying the recycling bins and watering plants.
- x Attending **ALL** staff meeting.
- x Attending **2** Women's Center programs per semester.
- x Other tasks as assigned.

Database Specialist

1. Maintain all Women's Center databases. This includes additions, deletions and corrections.
2. Create new databases as necessary.
3. Generate mailing lists upon request.
4. Generate mailing labels upon request.
5. Responsible for bulk mailings.

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Illustrator/Graphics Specialist

1. Assist in the creation and design of material for use in publications, illustration, advertising and marketing.
2. Assist in the creation of titles, backgrounds, advertising, logos, and other layouts for leaflets, brochures, etc.
3. Prepare rough sketches, final sketches, and original artwork.
4. Complete illustrations in pen and/or ink.
5. Assist in determining style and technique and in selecting type.
6. Adhere to deadlines.

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Library Specialist

1. Send out overdue notices and collect overdue fees.
2. Add books, references, and journals to library. This includes database revisions, obtaining Library of Congress Numbers, typing labels for books and materials.
3. Maintain inventory.
4. Check books to insure they are shelved correctly.
5. Reshelf books from book return box. This includes pulling out the cards and returning them to the appropriate books.
6. Maintain the reference/journal section. This includes:
 - a. Creating new storage boxes as necessary
 - b. Rotating outdated information
 - c. Creating cross-reference form to be included in resource files. For will highlight pertinent articles contained in journals, newspapers, and magazines.
7. Continue to create blank library cards to issue out to users. This entails typing out information on cards and issuing a library membership number to each card.
8. Ensure that the library is well stocked with necessary materials. If materials are needed immediately, put in a request in writing to Carol.
9. Library specialist is the primary person responsible for the maintenance of the library and its proper upkeep.

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Newsletter Editor

1. Responsible for the overall layout and editing of the Voices newsletter, 2 editions per semester, and of the weekly UWomen listserv.
2. Responsible for conducting research and interviews for articles for the newsletter.
3. Responsible for writing and soliciting additional articles for the newsletter.
4. Adhere to all deadlines.

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Statistician

1. On a monthly basis, collect all telephone/referral log sheets and replace with blank forms by each telephone. Request forms from full time staff.
2. Tabulate monthly service statistics from the telephone/referral log sheets.
3. Mail out program statistic forms to all group facilitators.
4. Input all program statistics into the computer. (To be done by the ? of the month).
5. Tabulate monthly program statistics.
6. Immediately notify the Associate Director of any discrepancies or concerns around the statistics (i.e. suspicion that logs are not accurately maintained). In addition, routinely remind staff of the importance of these logs through memos or staff meeting announcements.
7. Generate annual program statistics for Women's Center's annual report. This needs to be a final copy to be inserted in the annual report. As such, it should be created with the utmost professionalism and accuracy.
8. Generate annual service statistics for the annual report. Again, this should be an accurate, professional looking finished product.
9. Input all Violence Against Women Prevention Program Statistics.
10. Provide VAWPP statistics reports to VAWPP coordinator.
11. Act as liaison for support group facilitators. As such, will conduct all mailings requested by facilitators and on behalf of Women's Center's groups. Provide clerical support to group facilitators.

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