



## Graduate Assistant Position

**Mission:** The mission of the Campus Advocacy, Resources & Education (CARE) program is to anticipate and respond to the needs of students impacted by stalking, dating/domestic violence and sexual assault by providing confidential advocacy and support. CARE also works collaboratively with students, faculty and staff to educate the campus community about the vital role that each of us has in ending interpersonal violence at UCSB.

The UCSB Campus Advocacy, Resources & Education (CARE) program believes that all students deserve to learn in an environment free from violence. CARE envisions a campus where all students, faculty and staff members treat one another with respect and consideration, integrity, where free, open and respectful exchange of ideas can take place and where contributions to and participation in the community are free from violence.

**The Position:** The Graduate Assistant will report to Briana Conway, Acting Director. The CARE Graduate Assistant is responsible for significant programming duties as well as promoting the CARE Office, its projects, and helping to shape the direction of the office and our mission.

**Responsibilities:** (Duties may include but are not limited to)

- Supervision: Responsible for supervising a team of student staff members, and attending weekly staff meetings
- Collaboration/Outreach: Responsible for working with campus workgroups and committees as a representative of the CARE Office and collaborate with other student staff members of WGSE Department and Student Affairs. Responsible for increasing awareness of CARE Services among graduate students.
- Programming: Responsible for planning and following programs from start to finish. This includes organizing, preparing, networking, working the event, and conducting post-event evaluations.
- Program Evaluation: Responsible for creating assessment tools for CARE events, and measuring the effectiveness of programming efforts. Responsible for modifying programs based on assessment outcomes and maintain Program archive of all efforts.
- Financial Management: Responsible for assisting with planning quarterly program budgets for the Women's Center programs and events.
- Planning/Implementation: Responsible for developing small and larger-scale social justice events for students, faculty/staff, and community members, with an emphasis on graduate student programs.

# Graduate Assistant Employment Application

Please return completed application and statement of interest to the Women's Center, SRB 1220, by  
**September 2, 2016 at 4:00pm** or you may email your application to **Briana Conway**  
([Briana.conway@sa.ucsb.edu](mailto:Briana.conway@sa.ucsb.edu))

Name:

Perm #:

Email:

Phone:

Local Address:

Currently working at UCSB? \_\_\_\_\_ (If yes, what dept?)

Have you worked at UCSB? \_\_\_\_\_ (If yes, what dept?)

Program at UCSB:

Year in School:

Expected quarter/year of graduation?

Do you have a Work Study allotment?

## CONDITIONS OF EMPLOYMENT:

- ☐ Be a current UCSB graduate student in good standing
- ☐ Be available to interview September 2016
- ☐ Attend a mandatory new staff training
- ☐ Work a minimum of 10 hours/week that includes Friday, evening shifts, and possible weekends
- ☐ Willingness to work during afterhours programs, finals week and tabling events
- ☐ Attend once a week staff meeting.

## APPLICATION PROCESS

**Return your completed application packet by Friday September 2 at 4:00pm.**

**A complete packet includes:**

- ☐ Application (this form)
- ☐ Statement of Interest (please see information on second page of this application)
- ☐ Resume/CV with list of references and contact information (three required)

## Requirements:

- Admitted to UCSB graduate program and enrolled in a graduate course of study
- Able to work a 25% appointment (10 hours/week) for each 2016-2017 academic quarter
- Preference will be given to students with experience researching and/or advocating for gender equity, violence prevention.
- Must be an assertive communicator, willing to join a fast-paced but close-knit team of staff members
- Superb time management skills required

## Qualifications:

- Experience working with students of diverse educational, racial, ethnic, gender, sexual, ability, and cultural backgrounds
- Excellent written and oral communication skills
- Superb organizational skills and high initiative level

- Strong leadership abilities
- Demonstrate commitment to working towards social justice
- Computer proficiency; preference given to candidates with web-site management and desktop publication experience

**Statement of Interest:**

In one page, please address your interest in working for the CARE Office, what you can bring to the graduate assistant position, and how such a position may assist your professional goals. Submit your statement of interest with the employment application cover sheet and a current resume/CV either in hard copy or via email by **Friday, September 2, 2016 at 4pm.**

A position in WGSE is contracted for one academic year. Employment continuation is contingent upon performance evaluations and reapplication. Each position pays at a rate of \$16.00 per hour.

I certify that all answers and statements on this application are true to the best of my knowledge.

Signature: \_\_\_\_\_ Date \_\_\_\_\_