



## Women's Center Graduate Assistant

Founded in 1975, the mission of the Women's Center is to educate, advocate, and promote research on women and gender equity.

**Department Mission:** The Women, Gender, and Sexual Equity Department uses a feminist approach to provide support, advocacy, resources, and education to the UCSB community. We value and respect all gender identities and presentations, bodies, sexual expressions, and racial and ethnic identities while challenging all forms of oppression. We work towards creating a campus environment that is safe, equitable, and just.

**Student Affairs Mission:** The Mission of the Department of Student Affairs is to anticipate, plan for, and respond to the needs of a diverse and changing student body by providing services and programs that promote physical and emotional well-being and fostering intellectual and personal development. Divisional efforts to meet students' needs are intended to create a supportive and challenging learning environment and a sense of community essential to advancing the University's goals of excellence in education, research, and public service.

**The Position:** The Graduate Assistant will report to Kim Equinoa, Assistant Dean of Students. The Women's Center Graduate Assistant is responsible for significant programming duties as well as promoting the Women's Center, 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
- **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 the Women's Center events, and measuring the effectiveness of programming efforts. Responsible for modifying programs based on assessment outcomes.
- **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.
- **Collaboration/Outreach:** Responsible for working with other departments within Academic Affairs and the Division of Student Affairs to provide a diverse array of events and programs for the Women's Center constituents. Responsible for representing the Women's Center and its mission within our local and broader communities.



## Graduate Assistant Employment Application

Please return completed application and statement of interest to the Women's Center, SRB 1220, by **August 22, 2016 at 4:00pm** or you may email your application to **Jeremy Chow (Jeremy.Chow@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 August 25 – August 30, 2016
- Attend a mandatory new staff training on Tuesday, Wednesday, Thursday, and Friday (September 13-16, 2016)
- Work a minimum of 10 hours/week that includes Friday, evening shifts, and possible weekends
- Willingness to work during after hours programs, finals week and tabling events
- Attend once a week student staff meeting.

### APPLICATION PROCESS

**Return your completed application packet by Monday, August 22, 2016 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)

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 \_\_\_\_\_

**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
- 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 WGSE's Women's Center, 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 **Monday, August 22, 2016 at 4pm.**