UNIVERSITY OF
NORTHERN COLORADO

Women's Resource Center

THIS IS A FALL 2017 OPENING
MASTERS LEVEL ASSISTANTSHIP

Position Title: Graduate Assistant
Women's Resource Center

Mission of the Women's Resource Center:

The Women's Resource Center honors gender as a central identity, and engages critical women's and gender issues, while challenging systems of inequity and advocating for change at the University of Northern Colorado.

The WRC accomplishes our mission by:

- educating our campus community
- providing a space that celebrates diversity and the unique self
- engaging in conversations about gender and the relevance of feminism
- empowering student voices to create gender equity at UNC

The WRC is a support resource for students specific to women's and gender issues and serves as a referral site for additional resources on campus and in the community.

The WRC is dedicated to offering an inclusive environment and is committed to social justice and equity for all. We value people of all genders coming together to end sexism and all other forms of oppression.

Job Duties and Responsibilities include (but not limited to):

The Women's Resource Center is looking for a Graduate Student who demonstrates passion and commitment to women's and gender issues and who seeks an opportunity to grow both personally and professionally through the mentorship offered by WRC staff in the GA position.

- Support Assistant Director with the programming aspect of the WRC, including planning programs and events that address women's and gender issues, assessing campus needs, providing staffing support at events and activities, and provide support in the development of innovative strategies to address women's and gender issues.
- Mentor student staff and provide support to students with programming responsibilities such as diversity mentors, interns and volunteers (when applicable)
- Representing the WRC, it's goals and activities to various other organizations across campus
- Possess the desire and ability to provide services to UNC community and others accessing the WRC
- Be available to respond to walk-in students and phone concerns
- Managing publicity and public relations for programs and events
- Assume responsibility for other tasks within the office

- Must be available for some evening and weekend hours

Compensation:

- This is an Academic Year appointment beginning August 15, 2016 and ending May 12, 2017. It is a 20-hour per week position and includes some evening hours and weekends. Included is tuition remission up to 10 credits.

Qualifications:

- Must be enrolled as a graduate student at the University of Northern Colorado (required)
- Awareness of women's and gender issues and concerns (required)
- Knowledge and awareness of social justice and a desire to engage social justice within this position (required)
- Demonstrate excellent verbal and written communication skills, a high level of self-direction, organization, initiative, and reliability (required)
- Previous leadership or other experience working with students (preferred)
- Ability to engage an audience during group presentations or committee meetings (preferred)
- Experience with program development and implementation (preferred)

To Apply:

In addition to completing the UNC Graduate School Application, www.unco.edu/grad, please submit a resume, cover letter explaining interest in the position, and the names of three references to via our HESAL Graduate Assistantship Initiative form located at http://bit.ly/2017-UNC-HESAL-GA. This information will go to the employer, the HESAL Program coordinators, and the HESAL GA Hiring Initiative staff.

For more information about this position please email Emily Hedstrom-Lieser, Associate Director of Women's Resource Center at emily.hedstromlieser@unco.edu or call: 970-351-1492.