

Women's Resource Center
CURRENT EVENTS SPECIALIST
Job Description

I. EMPLOYMENT CONDITIONS

- The Current Events Specialist must be an enrolled student throughout duration of hire
- Position reports directly to the Associate Director and WRC Graduate Assistant and is accountable to all professional staff at the WRC/SI.
- Position works approximately 10-15 hours a week (determined by the current work study allotment)
- Position will work both set and flexible hours. Occasional evening hours will be required.
- Two weeks' notice is expected for resignation
- Position must complete full student staff orientation/training and attend student staff meetings as needed.
- Two-semester commitment required as Student Coordinator, beginning Fall 2016

II. QUALIFICATIONS

A. Necessary qualifications

- Dedication and commitment to women's and gender issues with a social justice perspective
- Strong networking skills
- Attention to detail in organization of outreach opportunities
- Excellent oral and written communication skills
- Ability to work in a professional/office environment
- Ability to work in a collaborative/team environment
- Commitment to growing personally and professionally through training opportunities of the position
- Responsible for content delivered through programs and services of the WRC

B. Preferred qualifications

- Previous experience organizing outreach with various groups
- Public speaking skills
- Previous experience working in an office or other professional environment

III. BENEFITS

- Experience in program and event planning and communications
- Fun and friendly work environment
- Time will be compensated at current minimum wage and has the potential to increase based upon time and performance in the position.

IV. RESPONSIBILITIES

This student position is responsible for researching and communicating current events and contemporary women's and gender issues, as well as ongoing and current social justice conversations. This position is also responsible for supporting current WRC programs and services to ensure that they are addressing contemporary issues relevant to the work of the Center.

A. Primary Responsibilities

1. Current Events Research

- Utilize various media outlets to maintain current on women's and gender issues (local/campus and community, national, and global)
- Distribute current events via email to student and professional staff for personal and professional development
- Bring current events to staff meetings and trainings for discussion (where applicable)
- Provide write-ups for monthly newsletters about current events and reflections associated with monthly topics
- Collaborate with Graduate Assistant (and AD where necessary) to identify monthly newsletter themes and topics
- Stay current on upcoming WRC programs to integrate current events
- Work with AD and Graduate Assistant to evaluate WRC services to ensure they are addressing current needs
- Maintain regular communication and collaboration with other student staff positions as necessary to fulfill job requirements including:
 - Work with Program Specialist to identify current events to integrate into programming
 - Work with Social Media Specialist to exchange relevant information and integrate current events into WRC social media presence
 - Work with Graphic Design and Marketing Specialist to integrate current events into marketing strategy for WRC campus and community presence
 - Work with Outreach Specialist to identify strategies to integrate contemporary issues into WRC outreach opportunities on campus and in the community
 - Work with Stryker Support Specialist to share relevant information (specific to social justice and identity, leadership and mentorship) that can be incorporated into SI program

2. Current Events Education/Facilitation

- Support education of campus community related to current events
- Support increasing awareness of student and professional staff at the WRC regarding contemporary issues
- Facilitate presentations and discussion groups (as necessary) around contemporary topics

3. Records and Office Tasks

- Maintain records of current events and store in s drive (e.g. articles, video links, etc.)
- Review and compile resources (both electronic and hard copy) to inform ongoing personal and professional development of student and professional staff.

B. Additional Responsibilities

- Support WRC program tasks as needed
- Provide office coverage and all student employee related support for services and programs offered through WRC and Stryker Institute (including all

general student employee responsibilities outlined in the Student Employee Handbook)

V. EVALUATION

- Based upon success in meeting responsibilities defined above
- Completed at the end of each semester by the Associate Director and Graduate Assistant.
- Basis for future employment with the Women's Resource Center, references and letters of recommendation