

Women's Resource Center
PROGRAM SPECIALIST
Job Description

I. EMPLOYMENT CONDITIONS

- Program Specialist must be an enrolled student throughout duration of hire
- Position reports directly to 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 2017
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II. QUALIFICATIONS

A. Necessary qualifications

- Dedication and commitment to women's and gender issues with a social justice perspective
- Creativity and ability to be innovative in program development
- Excellent oral and written communication skills
- Strong networking skills
- Ability to organize and support programmatic details
- Ability to work in a professional/office environment
- Ability to work within 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 planning events and programs
- 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 coordinator position is responsible for the co-coordination, planning and execution of WRC events and programs in conjunction with WRC professional staff.

A. Primary Responsibilities

1. Program Planning support

- Attend planning meetings for with WRC professional staff (and committees

where applicable)

- Engage in dialogue with WRC staff and supervisors regarding ideas, themes and innovative strategies to guide new and existing programming
- Support the assessment of programs and events
- Solicit feedback from various members of the campus community regarding programs offered, topics, etc.
- Maintain regular communication and collaboration with other student staff positions as necessary to fulfill job requirements including:
 - Work with Outreach Specialist and Social Media Specialist to market events and recruit individuals to the Center for programs, events and services
 - Work with Graphic Design and Marketing Specialist to market programs and events
 - Work with Current Events Specialist to identify new and contemporary issues relevant for programming
 - Work with Stryker Support Specialist to share information about upcoming programs which can be shared through SI channels
- Communicate regularly with supervisors regarding program tasks
- Maintain current knowledge about other events taking place on campus to identify opportunities for collaboration
- Support organization of event details
- Organize program support from WRC Student Staff with Graduate Assistant

2. Records and Office Tasks

- Provide detailed write-ups of all programs offered through the WRC
- Provide event details and participation numbers to Outreach Specialist for monthly/annual counts and reports
- Maintain records of current, previous, and future programs.
- Maintain records of program ideas and examples.

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