Graduate Assistant for Women & Gender Resource Center

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Position Summary

The Graduate Assistant for the Women & Gender Resource Center (WGRC) contributes to the WGRC with programming for students, staff, faculty, and alumni. The Graduate Assistant assigned to the Women and Gender Resource Center (WGRC) plays an important role in our efforts to support student success through an intersectional feminist approach to social justice education at the UA. The Graduate Assistant will primarily be responsible for leading the assessment of WGRC programs and initiatives, outreach and recruitment efforts, and assisting with the planning and execution of WGRC programs: Women’s History Month and FORCE’s Slut Walk. This individual will serve as a member of the Office of Diversity and Inclusion (ODI), participating in regular meetings with staff in the Women & Gender Resource Center and ODI. The position is an academic year contract at 20 hours a week in the office for FY23.

Duties and Responsibilities:

- Take a lead role in the development, implementation, and reporting of program & initiative assessment for WGRC and the Office of Diversity and Inclusion.
- Take a planning role with WGRC programs and initiative events throughout the academic year; planning, coordinating, and supporting the logistics of WGRC programmatic initiatives: Women’s History Month, Slut Walk, and other signature programs.
- Represent Women & Gender Resource Center at outreach and recruitment events as needed (this may include evenings and occasional weekends).
- Collaboratively work with other UA partners, including but not limited to cultural and resource centers, student clubs, and organizations, to plan and coordinate events that are inclusive and intersectional.
- Support the integration of arts (visual, poetry, zines, etc.) into current programming.
- Mentor students and engage in interactions that support student growth and development.
- Respond to requests for CAPS referrals within 24 hours.
- Attend weekly staff and supervision meetings.
- Other duties as assigned related to issues of the Women & Gender Resource Center, and the functioning of Diversity and Inclusion.

Compensation: Academic year appointment of $40,000 (prorated at .50 FTE for an actual salary of $20,000). Wages are paid through the University of Arizona payroll system which generates a paycheck every two weeks. This position includes regular evening and weekend commitments and the option of summer employment.

Benefits (full details for GA Benefits can be found in the
GA Manual through the Graduate College:

- Tuition Remission (amount dependent on FTE and enrollment)
- Individual Student Health Insurance
- Professional Development Funds
- Bookstore Discount (on select items)
- Family and Medical Leave
- GA Parental Leave
- Deferment Plan

Minimum Qualifications:

- An earned bachelor’s degree.
- Enrollment in a University of Arizona graduate program.
- Demonstrated knowledge of the major trends and issues faced by college students with marginalized identities at the intersections of gender identity, gender expression, race, class, sexual orientation, ethnicity, and disability.
- Previous experience working with students in an educational setting.
- Strong organizational skills, time management, and the ability to work independently.

Preferred Qualifications:

- Previous experience in higher education.
- Previous experience advising student organizations and supervising students.
- Previous experience training college students.
- Previous experience collaborating with organizations across a university and community setting.