



RHODE ISLAND COLLEGE

GRADUATE ASSISTANTSHIP IN THE WOMEN'S CENTER (FULL-TIME)

Reports to: Director of the Unity Center/Women's Center Coordinator

PRIMARY PURPOSE:

To assist the Women's Center Coordinator in program planning, strategic planning, fundraising, as well as student and alumni/ae engagement. The Women's Center seeks to raise awareness and understanding of issues that affect all women and provide assistance to women in achieving their professional, educational and personal goals. The Graduate assistant reports to the Coordinator under the supervision of the Unity Center director and works collaboratively with all Unity Center staff to further departmental goals. Must have excellent written and oral communication skills

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

- Coordinate educational programming initiatives on issues affecting women, including, but not limited to, those affecting traditional college-aged women.
- Oversee undergraduate student staff working in the Center.
- Involvement in day-to-day operations including monitoring telephones, responding to messages, monitoring office supplies, scheduling staff, reviewing timesheets, etc.
- Assist in the coordination, scheduling and implementation of appropriate training programs for undergraduate student staff.
- Solicit advice from and collaborate with the Unity Center and its areas of responsibility, the Gender and Women's Studies Program, the Office of Institutional Equity Title (IX), and other departments and programs both on and off campus regarding issues of concern to the Graduate Assistant's role.
- Serve as a Women's Center liaison to student organizations and academic departments.
- Other duties as assigned.

Qualifications:

The graduate assistant must be admitted to a graduate degree program at Rhode Island College. Experience working, advocating or promoting women's issues is preferred. Candidates must be well organized, have the ability to relate well with students and must communicate effectively, orally, and in writing. Knowledge of and proficiency with computer software applications (Microsoft Office programs) is preferred.

GA Outcomes:

Women's Center graduate assistants will gain experience managing volunteer and paid student staff, developing planning and organization skills, working with a diverse population, and have the opportunity to learn about and advocate for women's issues and rights.

Submit application, resume and cover letter to Barbara Kingston at: bkingston@riuc.edu.