



University of Dayton
Women's Center

Women's Center: Graduate Assistant

Overview

The University of Dayton Women's Center advances gender equity across identities, utilizes and models intersectional and anti-oppression framework, and advocates for an equitable University culture and community for all. Guided by a commitment to social justice, inclusivity, and innovation, the Women's Center serves all students, faculty and staff through educational initiatives, research, policy, and action-oriented efforts to engage in advocacy and activism. The Graduate Assistant (GA) is an integral member of the Women's Center staff and works collaboratively with partners across campus to advance gender equity. The GA's primary role is providing assistance with major educational initiatives for students, faculty and staff, managing communications efforts for the Center, and serving as the main point of contact for caregiving resources. The GA reports to the Associate Director for Education and Outreach.

Responsibilities

- **Programming and Educational Initiatives:** Responsible for planning and facilitating programs (primarily for students, with some flexibility around the topic) from start to finish. This includes organizing, researching, collaborating with student groups, delivering the content, and measuring the effectiveness of programming efforts. Also assists the Associate Director with strategic educational initiatives for faculty and staff.
- **Support Services:** Manages support services for caregivers, including oversight over campus lactation rooms, coordination of Hannah's Treasure Chest orders, coordination of resource groups for faculty and staff, and management of annual caregiving resource fair.

- **Communications:** Manages the Center's social media accounts and assists with other public relations outreach efforts, including the development and distribution of program materials, Center newsletter and other communications
- **Collaboration:** Works cooperatively and collaboratively with other Women's Center staff and campus partners; Attends weekly staff meetings; Act as a representative of the Women's Center on committees, at open houses and orientations, or in other informational forums, as needed; Help staff the Women's Center during daytime and special events.
- Other duties to be assigned by the Associate Director or Director, in addition to assisting with general office tasks.

Professional Development Opportunities

- Gain experience advocating for and working towards equitable experiences and opportunities for students, faculty, and staff.
- Assist in changing the climate for all people on campus while facilitating meaningful conversations on the role of gender in society and the world.
- Strengthen programming, communications, and organizational skills and enhance her/his/their knowledge of gender-related issues and appreciation for working with diverse populations.

Qualifications

The Women's Center seeks candidates who can demonstrate significant current or past interest and experience working on issues related to gender, diversity, equity or social justice in an educational setting or in a volunteer capacity. Additional qualifications include excellent communication (oral and written) skills, excellent organizational abilities and interest in planning and implementing programs and activities—both independently and collaboratively—for an undergraduate and graduate student audience, as well as faculty and staff. Maturity, flexibility, self-initiative, attention to detail, creativity, ability to work independently, and demonstrated interest in and knowledge of gender-related issues in higher education will also be valued.

Remuneration

- August 1, 2021-May 15, 2022: 20 hours/week. Some evening and weekend hours are required

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$15,127/academic year (2020-2021 rate)
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

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