



**University
of Dayton**

Women's Center Graduate Assistant

Statement of Inclusive Excellence

The Division of Student Development recognizes the educational benefits of diversity for students, faculty and staff. We are committed to engaging in reflection, dialogue and experiences that both challenge and affirm multiple perspectives. Our Marianist charism calls us to value the dignity of every person and to advocate for social justice.

Overview

The Women's Center is guided by a commitment to justice, inclusivity, and innovation; serves all students, faculty and staff; provides a safe space to support, educate and empower; and champions balanced and fulfilled professional and personal lives. The Center is co-located and works closely with the Women's and Gender Studies Program to deepen student learning experiences in and outside of the classroom. The Women's Center is also a close partner and collaborates with other departments and units on campus including, but not limited to, Equity Compliance Office, Career Services, Center for International Programs, the Multi-Ethnic Education and Engagement Center, and the Office of Diversity and Inclusion. The Graduate Assistant (GA) is an integral member of the Women's Center staff. The GA's primary role is providing assistance with major programs and events for students, faculty and staff, researching special projects under the direction of the Director, and the implementation and assessment of Women's Center efforts aimed at advocacy and educating the university community on gender, diversity, equity and social justice-related issues. The GA reports to the Director.

Responsibilities

- Actively contribute to the development and implementation of the Center's strategic plans, goals and objectives;
- Build relationships with and serve as a point of contact for individual students, student organizations and the student body;
- Assist with the planning, implementation, and publicity of Women's Center programs and events to provide awareness, education, and advocacy around gender-related issues;
- Lead Love Your Body Week programming, including Post It Positivity Campaign; develop, assess and market innovative programming related to culture and body image
- Act as a representative of the Women's Center on committees, at open houses and orientations, or in other informational forums, as needed;
- Manage annual Caregiving Resource Fair for UD employees; coordinate participants and

logistics in partnership with Human Resources

- Advise women's empowerment special interest houses and student volunteer program; recruit students to join Students Advocating for Gender Equality;
- Help Center visitors access resources and information and provide informed referrals; Perform monthly lactation room checks, manage hygiene pantry, and coordinate orders for Hannah's Treasure Chest
- Help staff the Women's Center during daytime and special events. Occasional evening and/or weekend work may be required;
- Assist with special projects and research efforts, including Women's History Month and bi-annual newsletter; participate in Women's Center staff meetings and retreats
- Other duties as assigned.

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 women and men on campus while facilitating meaningful conversations on the role of gender in society and the world.
- Strengthen programming, supervisory, and organizational skills and enhance her/his 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), organizational, and computer skills, 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, ability to work independently, and demonstrated interest in and knowledge of gender-related issues in higher education will also be valued.

Remuneration

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

For more information, contact:

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