

<p style="text-align: center;">GRADUATE ASSISTANT - JOB DESCRIPTION Gender Equity Center (GEC)</p>
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APPOINTMENT: 2017-2018 Academic Year (September 7, 2017– June 15, 2018)

OFFICE HOURS: 20 Hours per week, including some nights and weekends.
Salary Range: \$12-\$15/ hour dependent on experience

POSITIONS AVAILABLE: The Gender Equity Center, Graduate Assistant

POSITION PURPOSE: The Graduate Assistant (GA), will primarily assist and support with programs and services for the Gender Equity Center. The GA will be responsible for working with the student's assistants, volunteers, and professional staff. A GA will be chosen based on their communication abilities, proven leadership experience, effectiveness in advocating for underrepresented populations and social issues, and potential to contribute to the mission and goals of the GEC. Strong understanding of feminist theory and interest in student affairs preferred but, not required. However, the chosen applicant must have a passion for gender equity and intersectionality.

General Responsibilities

- **TRAINING:** Attend and participate in weekly staff meetings; attend department trainings
- **OFFICE:** Maintain twenty (20) office hours per week (which include staff meeting times)
 - Meet with staff for project updates and assignments
 - Perform administrative duties like photocopying, typing, data entry, and student relations
 - General office support
- **COMMUNICATION:**
 - Compose and maintain correspondence on progress and activities
 - Collaborate with other graduate assistants within the Cross Cultural Centers
 - Maintain assessment data for yearend reporting
- **NETWORKING:**
 - Develop relationships and serve as liaison to centers and departments.
- **PROGRAMMING:**
 - Assist with managing the programs and services of the GEC
 - Organize and facilitate socials, events, trainings, and retreats
 - Identify and develop leadership opportunities for students in the GEC
 - Mentor and support student assistants, interns, and volunteers
- **OTHER DUTIES AS ASSIGNED**

Required Qualifications

- Ability to understand, articulate, and learn issues of social justice and cultural competency
- Ability to work within the philosophy, mission, and purpose of the GEC
- Possess knowledge and have involvement with Cal Poly's campus life
- Have awareness on issues affecting underrepresented communities and willingness to learn more
- Strong interpersonal communication skills
- Demonstrated commitment and interest in cross-cultural activities and diversity issues
- Self-initiated with good follow-through
- Demonstrated ability to work autonomously, multi-task, and manage time effectively
- Passion for working with underrepresented population and social justice related issues

Preferred Qualifications

- Previous experience in student leadership and involvement
- Event or programming experience
- Previous or current membership in a culturally or social justice based student organization
- Passion for working with underrepresented population and social justice related issues

Academic Requirements

- Enrolled as a Cal Poly graduate student for 2017-18
- Must be in good academic and judicial standing (quarter prior to and during time of employment)
- Must have a Cumulative Cal Poly G.P.A. of 2.7 (minimum)
- Must have a flexible schedule (some weekends and evenings required)