

Women's Center Graduate Assistant

Thanks to years of advocacy from students, faculty, and staff across the institution, NC State founded the Women's Center in 1991. The Women's Center amplifies the voices of students across all intersectional identities, including gender, race, ethnicity, ability, class, and sexual orientation. We use our space to create an inclusive community that empowers student leaders to transform campus climate through education, advocacy, support and leadership development. We create programs and events to critically examine, disrupt, and dismantle systems of oppression that create barriers to gender equity and social justice, including interpersonal violence. To this end, we educate and collaborate with all members of our NC State community, including faculty and staff, to take responsibility for transforming an environment that produces gender inequities, social injustice, and interpersonal violence.

The Women's Center directly serves all students at NC State while also serving as a resource, connection, and partner for faculty and staff at the institution. We take an intersectional approach to serving the campus community. Our practices are social constructivist in nature and rooted in social justice education and trauma-informed care.

Graduate Program Assistant

The Graduate Assistant in the Women's Center will work with staff and students to create programming, outreach, and advocacy that meets the mission of the Women's Center. Job duties could include creating and implementing programs, events, and training, assisting with social media management and outreach, fostering student engagement and volunteer/involvement opportunities, organizing marketing and visibility efforts. Specific responsibilities will be determined based on the Center's needs in conjunction with desired learning outcomes and goals of the selected Graduate student.

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Duties Could Include:

- Oversee and lead Feminist Friday discussions
- Work collaboratively with SPIs to oversee Feminist Friday marketing
- Assist with the planning and execution of Women's HERstory Month and signature events
- Assist with outreach efforts across campus, including tabling, presentations, and other opportunities to share the work of the Women's Center with prospective and current students
- Assist with recruitment, training, and evaluation of WC volunteers
- Lead the Women's Center Spring and Fall volunteer program
- Support the development and facilitation of training initiatives for student staff and volunteers
- Assist with the development of student employees, interns, and volunteers
- Assist with the supervision of student staff and interns
- Work as a part of an interdependent staff team
- Collaborate with peer Graduate Assistants across Campus Community Centers on programming or other opportunities

Minimum Education/Experience

- Graduate student in Higher Education Administration, College Student Personnel, Counselor Education, Psychology, Social Work, Sociology, or a related area of study

Department Required Skills

- Demonstrated commitment and passion for gender, equity, and social justice issues.
- Demonstrate strong communication, organizational skills, and attention to detail
- Experience in program planning and development
- Experience in facilitating dialogues, leading training, presentations, or workshops
- Experience managing social media and using it as a tool for education and promotion
- Commitment to student learning, leadership development, and support
- Ability to work as part of an interdependent staff team.

2023-2024 Academic Year, M-F, 20 hours per week, with occasional weekend and evening hours, depending on program activities and center needs. This position offers a stipend of \$15,000 and also covers student health insurance.

Application Procedure

Review of applications will begin immediately and will continue until the position is filled.