Graduate Assistant Position Description
25% for Fall 2015-Spring 2016

Position Title: Graduate Assistant—SIU Women's Resource Center (WRC)

Description: Organize, coordinate and promote the programming of the SIU Women's Resource Center including campus outreach on non-violence and anti-sexual assault advocacy.

Responsibilities: Graduate Assistants will participate in a rotation of assignments to provide them with a broad experience base within the various functions of the SIU Women's Resource Center including mentoring, programming, group facilitation, team building, curriculum development and campus advocacy work. The rotation will include:

- Advise, coordinate, & promote the W.E.L.L Initiative (Women Excelling in Leadership and Learning) and W.E.L.L. Wednesday Programming
- Assist the Women's Resource Center team in planning, implementing and evaluating various programs and activities.
- Advise/attend meetings of governing councils and sexual assault response committees (SARC, It's On Us, etc.)
- Assist in organizing and facilitating an Annual SIU Women's Leadership Conference.
- Assist in gathering data and preparing reports related to our student population.
- Assist in organizing Women's History Month and W.E.L.L Wednesday Calendars.
- Present events during the heritage months (Black, LGBTQ, Hispanic, Native American, Asian American, Women's History, etc.) on women and related issues.
- Assist in planning leadership team training and retreats.
- Help with any other Center for Inclusive Excellence or Women's Resource Center tasks as needed.
Qualifications: Teaching, programming, mentoring and group facilitation skills are particularly important. Applicants should be currently enrolled or be granted admission to SIU graduate program, have strong oral & written communication skills, demonstrated leadership skills, mentoring skills, teaching ability, willingness to work in a team environment, & the ability to work varied hours in response to changing program activity schedules. Preference to candidates in Counseling, Women, Gender and Sexuality Studies and/or related graduate programs.

To Apply: Submit a cover letter, names of 3 references, & resume to myeomans1@siu.edu

Compensation: $663/month (9 month, 25% time Graduate Assistant Rate) plus 100% tuition waiver for in & out of state residents

Melinda L. Yeomans, Ph.D.
Women’s Resource Center Coordinator