



Graduate Assistantship

Organization Description

The Women's Resource Center (WRC) at the University of Utah provides educational and support services for women and other marginalized students at the University of Utah. The WRC facilitates empowerment through programs, counseling, and training grounded in feminist multicultural theories and practices. Our work embodies the complexity of women's identities. Our teams are committed to social justice and collaboration, and often engage in campus/community social justice issues, as well.

The GA will gain experience, knowledge, and skills in student advocacy; become familiar with planning, organizing, leading, and assessing programs; identify and understand educational barriers for students across gendered, racialized, and classed experiences; and acknowledge and work to minimize the impacts of these barriers, all while incorporating their own strengths and knowledge to accomplish these learning outcomes.

Position Description

The primary responsibilities of the WRC graduate assistant (GA) are to plan, develop, and implement a self-directed program (see below) and assist with other WRC programming; provide outreach; and support the day-to-day operations of the WRC.

- **Program Planning & Implementation**
 - Self-directed program
 - Plan, lead, and oversee a program each semester
 - Assess program and report on progress to team
 - WRC program assistance
 - Attend weekly program planning meetings
 - Support planning (budgeting, ordering supplies, marketing) and hosting community building events (3-4 per semester) and educational events (3-4 per semester)
 - Assist & support Program Coordinator in various programming duties
 - Attend campus programs by other campus entities
 - Contribute to program assessment and evaluation
 - Collaborate with other student facilitators and volunteers
 - Opportunity to work with student staff
- **Outreach & Campus Engagement**
 - Table at campus and relevant community events
 - Co-/facilitate presentations and workshops to student groups, academic classes, prospective students, and occasionally community organizations
 - Serve as a representative of the WRC at various events and committees (e.g., Women's Week, PRIDE Week, Sexual Assault Awareness)
 - Create opportunities for partnership and collaborations with student groups and other offices across campus
- **Day-to-day WRC Operations**

- Provide office coverage as needed (e.g., sitting at the reception desk, answering the phone)
- Assist with marketing and communication efforts (e.g., design marketing assets, write newsletter content, and posting on social media)
- Assist in reviewing scholarship applications

Other Expectations & Information

- **Meetings attendance:** The GA is expected to attend all-staff monthly meetings, program planning and 1:1 meetings (with supervisor) weekly.
- **Calendaring:** The GA is expected to plan & document their professional calendars for the following tasks each week. Additionally, the GA is expected to maintain a regular schedule in the office, but also has flexibility to adjust their schedule to attend programs and events that might be outside of the regular hours. These hours will include some evenings and weekends.
- **Professional Development:** WRC highly values learning and growth opportunities and will assist the GA in seeking out professional development and training opportunities.
 - The GA may have the opportunity to supervise a student intern depending on their interest.
 - Opportunity (as needed) to be part of search committees for the WRC or other Student Affairs offices
 - The GA should be willing to study and apply social justice models of collaboration.