The Ohio University Women’s Center is currently accepting applications for a Graduate Assistant for the 2018/2019 academic year (Fall and Spring Semester), to include a $13,500 stipend total but no tuition waiver. If hired, we will assist you in providing any necessary information about your GA position to your academic department as you see if a tuition waiver would be available through them.

The Women’s Center is part of the Office for Diversity and Inclusion. The mission of Ohio University Women’s Center is to act as a catalyst to promote awareness, education and advocacy about women, gender and diversity among students, faculty, and staff at Ohio University and surrounding communities.

A graduate assistantship at the Women’s Center will provide students with practical and theoretical knowledge of the implementation and administration of women’s leadership, advocacy, and programming.

The Graduate Student will work under the direct supervision of the Director of the Women’s Center. Primary duties will include:

- Oversight of the Women’s Mentoring Program
  - Develop community and alumnae outreach in order to encourage participation in the Women’s Mentoring Program, and for direct mentor recruitment
  - Primary liaison for questions regarding the program, and delivery of presentations for recruitment
  - Organize and distribute marketing materials for program recruitment
  - Oversees the mentor and mentee application process, as well as the matching of pairs
  - Coordinate trainings, workshops, meet and greets, and end of the year appreciation dinner
  - Participate in on-going assessment of the program, including data collection and reporting
  - Maintain monthly contact with each mentor and mentee participant, as well as documentation regarding the development of mentor/mentee relationships
  - Must be able to start one or two weeks prior to the start of the semester to organize training folders and prepare to deliver mentee and mentor training as needed
  - Assist in the oversight of the women and leadership conference scholarship fund, which is available to Women’s Mentoring Program participants
o Organize attendance and transportation for the Ohio University Lancaster Celebrate Women conference in March of each year.
o Assist in IRB-approved research on the Women’s Mentoring Program.
• Assist Director with day to day operations and long-term planning (meeting minutes, benchmarking, etc.)
• Assist in coverage of front desk duties, such as answering phones and welcoming people, as needed
• Additional duties as assigned

Required Qualifications:
• Applicants should be knowledgeable, either through coursework or direct work experience, with the issues that affect female students, faculty, and staff in institutions of higher education and society at large, and be familiar with some of the theories and approaches to addressing them programmatically as well as institutionally
• Applicants should have experience with outreach to diverse student populations
• Applicants should be creative and independent, who can take a project and run with it, but also work well as part of a team
• Applicants should have excellent verbal, written, and virtual communication skills.

Preferred Qualifications:
• Familiarity with event planning and implementation
• Experience with designing posters and other marketing materials
• Familiarity with Excel.

The Assistantship is for 20hrs/week, some occasional evening and weekend hours are required.

For more information, please contact Dr. M. Geneva Murray, murraym2@ohio.edu.

Application deadline is Friday, March 9, 2018. To apply please send a letter of application that outlines applicant’s qualification for this position, a resume, and list of three references. Applicants must be admitted into a degree-granting graduate program.