JOB Description: GRADUATE ASSISTANT-Women’s Center and the University Council on Gender Equity

Description of Units:

The LSU Women’s Center (WC) is a unit of the Office of Diversity and provides support, referral, and information to students, faculty, staff, and community members on issues and concerns related to women. The WC also promotes the advancement of women’s issues and gender equity through service, advocacy, initiatives and programs.

The University Council on Gender Equity (UCGE) serves as an advisory council to the provost and addresses specific, tangible concerns and issues affecting the LSU Community. The UCGE also assists in developing policies and procedures that promote equitable participation of women students, faculty and staff.

Required Qualifications:

- Enrolled as a full-time graduate student in good standing at LSU
- Pursuing graduate studies in women and gender studies, psychology, sociology, business, public administration, communication, higher education or related field
- Possess a working knowledge of student development trends relative to gender and diverse populations
- Possess an authentic appreciation for diversity issues and trends in higher education
- Possess strong oral, written, and interpersonal communication skills
- Ability to manage multiple on-going projects
- Ability to work a flexible schedule that includes some nights and weekends

Preferred Qualifications:

- Proficient computer skills in word processing, spreadsheets, presentations and graphic design
- Experience in development and supervision
- Experience with event management
- Professional work experience

Duties and Responsibilities:

- Work to advance and achieve goals of the LSU Women’s Center and the University Council on Gender Equity
- Assist the Director of the Women’s Center in coordinating, executing, and evaluating all activities
- Attend UCGE meetings and other meetings assigned by the Director of the WC
- Fulfill administrative needs of the UCGE
- Assist with the training, scheduling, and supervision of the WC student workers
- Manage established aspects of the Women’s Center, including programs & activities like Take Back the Night, Gender on Film, Women’s History Month, Esprit de Femme, etc.
- Assist in the development of programs and workshops to respond to the needs of women at LSU
- Participate in and execute all other office operations, events, and programs as deemed necessary by supervisor

Start Date: August 2020
Hours: 20 hours/week; including some evenings and weekends
Compensation: Tuition reimbursement; stipend
Other: 9-month academic year appointment, potential for 12 months