Women’s Center Graduate Assistant

**Department Mission**: The Women, Gender, and Sexual Equity Department uses a feminist approach to provide support, advocacy, resources, and education to the UCSB community. We value and respect all gender identities and presentations, bodies, sexual expressions, and racial and ethnic identities while challenging all forms of oppression. We work towards creating a campus environment that is safe, equitable, and just.

**Student Affairs Mission**: The Mission of the Department of Student Affairs is to anticipate, plan for, and respond to the needs of a diverse and changing student body by providing services and programs that promote physical and emotional well-being and fostering intellectual and personal development. Divisional efforts to meet students’ needs are intended to create a supportive and challenging learning environment and a sense of community essential to advancing the University’s goals of excellence in education, research, and public service.

**The Position**: The Graduate Assistant will report to Kim Equinoa, Assistant Dean of Students. The Women’s Center Graduate Assistant is responsible for significant programming duties as well as promoting the Women’s Center, its projects, and helping to shape the direction of the office and our mission. Pay is $17.00/hour.

**Responsibilities**: (Duties may include but are not limited to)
- **Supervision**: Responsible for supervising a team of student staff members, managing 1:1 meetings, and attending weekly staff meetings
- **Programming**: Responsible for planning and following programs from start to finish. This includes organizing, preparing, networking, working the event, and conducting post-event evaluations.
- **Program Evaluation**: Responsible for creating assessment tools for the Women’s Center events, and measuring the effectiveness of programming efforts. Responsible for modifying programs based on assessment outcomes.
- **Planning/Implementation**: Responsible for developing small and larger-scale social justice events for students, faculty/staff, and community members, with an emphasis on graduate student programs.
- **Collaboration/Outreach**: Responsible for working with other departments within Academic Affairs and the Division of Student Affairs to provide a diverse array of events and programs for the Women’s Center constituents. Responsible for representing the Women’s Center and its mission within our local and broader communities.

**Qualifications**:  
- Experience working with students of diverse educational, racial, ethnic, gender, sexual, ability, and cultural backgrounds  
- Excellent written and oral communication skills  
- Superb organizational skills and high initiative level  
- Strong leadership abilities  
- Demonstrate commitment to working towards social justice