

**Leadership in Student Affairs M.A. Program  
Graduate Assistantship or Internship Position 2022-23**



Position Title:	<b>Women’s Resource Center (WRC) Graduate Assistant</b>
Type Of Position:	<input checked="" type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	Hamline University
Institution Description:	<b>Small Private Liberal Arts, Founded in 1854, Hamline was the first university in Minnesota and among the first coeducational institutions in the nation. Hamline University provides a world-class education for undergraduate and graduate students. Our faculty, staff, and students cultivate an ethic of civic responsibility, social justice, and inclusive leadership and service.</b>
Supervisor:	t. aaron hans, Sexualities & Gender Diversity Program Director and Title IX Coordinator
Department Description:	<b>(Department mission, colleagues working with, other helpful information): The Women's Resource Center (WRC) is a safe, supportive space for the Hamline community to work toward creating a more equitable, socially just, and violence-free world for women and their allies. People of all gender identities and expressions are welcome to join us and access our services.</b>

<b>Appointment:</b> <input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months  Start Date: ( mid-July)	<b>Compensation:</b> <input type="checkbox"/> Stipend <input checked="" type="checkbox"/> Hourly Wage <input type="checkbox"/> Parking Provided <input type="checkbox"/> Professional Development Funds	<b>Remuneration:</b> <ul style="list-style-type: none"> <li>• <b>Week Hours:</b> This is a part-time hourly position, working approximately 20 hours per week during the 2022 - 2023 academic year (late-July to mid-May, hours reduced during term breaks).</li> <li>• Orientation and training begin mid-July, with reduced hours till the academic year starts.</li> </ul> Payment Frequency: 2x a month Additional Notes:
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**Position Description & Responsibilities**

The Women’s Resource Center (WRC) Graduate Assistant collaborates with the faculty advisor(s), undergraduate student staff, and volunteers to promote the advancement and equitable treatment of women and their allies at Hamline and in the community. The Graduate Assistant helps to manage the center space, facilitate programming and provide outreach on intersectional women’s issues, including but not limited to holistic health; body image and representation; educational and professional pursuits; sexual violence prevention and survivor support; and other feminist social justice issues.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Develop, implement, and facilitate educational programming and outreach that promotes a campus culture of understanding around intersectional women’s issues.
- Collaborate with campus departments, programs, and organizations with mutual interests in supporting and advancing women’s issues.
- Mentor undergraduate student staff and volunteers to develop feminist leadership skills.
- Maintain 16 office hours per week, during the academic calendar weeks, in the WRC to consult with visitors and to provide resources that address their specific needs; use remaining 4 hours per week for WRC meetings, events, and networking.
- Attend regularly scheduled meetings with the faculty advisor(s), undergraduate student staff, and volunteers.
- Serve as a WRC representative on the Sexual Violence Prevention Task Force and other relevant committees as assigned by the Sexualities and Gender Diversity Programs Director.
- All other duties as requested.

**REPORTING RELATIONSHIPS:** This position reports to the Sexualities and Gender Diversity Programs Director. This position supervises 2-4 student workers, volunteers, and interns.

**BUDGET MANAGEMENT RESPONSIBILITIES:** This position is not responsible for managing a budget.

## Qualifications

### REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND KEY COMPETENCIES

- Working knowledge of contemporary intersectional feminist issues.
- Experience and sensitivity working with students from diverse backgrounds.
- Strong oral and written communication skills.
- Able to work independently and collaboratively.
- Able to manage and complete multiple tasks in a timely manner with minimal supervision.

### MINIMUM EDUCATION/EXPERIENCE

- Bachelor's degree from an accredited college or university.
- Current enrollment in a master's or doctoral program in Women's and/or Gender Studies; Public Health; Student Affairs; Organizational Leadership; Non-Profit Management; Communications; or similar programs.
- One year experience working with students from diverse backgrounds.
- One year experience in advocacy and/or community engagement.

### PREFERRED EDUCATION/EXPERIENCE

- Bachelor's degree in Women's and/or Gender Studies; Public Health; Social Justice; or Sociology from an accredited college or university.
- One or more years' experience working with women's and/or gender diversity-focused student organizations at the collegiate level.
- Experience with campus event planning.

## Application process & requirements

– **Apply online:** [https://hamline.wd5.myworkdayjobs.com/en-US/Default\\_Career\\_Site/job/St-Paul-Main-Campus/Graduate-Assistant-Women-s-Resource-Center\\_R0000717-1](https://hamline.wd5.myworkdayjobs.com/en-US/Default_Career_Site/job/St-Paul-Main-Campus/Graduate-Assistant-Women-s-Resource-Center_R0000717-1)

**Materials Needed:** A resume or curriculum vitae, a cover letter outlining your qualifications for and interest in the position, contact information for 3 current, professional references, as well as copies of transcripts (if required) must be uploaded with each application.

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Anticipated timeline for scheduling Interviews: Rolling Application, looking to do interviews in March and early April.