<table>
<thead>
<tr>
<th>Department:</th>
<th>Gender Studies Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>G.A. Position:</td>
<td>Graduate Assistant</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Cindy LaCom</td>
</tr>
</tbody>
</table>

**Job Description**

The graduate assistant for the Gender Studies Program supports and promotes the organization and implementation of programs and events on Slippery Rock University's campus related to issues of gender and diversity. Additionally, the graduate assistant engages in outreach across campus to expand the Gender Studies Program.

**Job Functions/Responsibilities**

- To work with the Director of the Gender Studies Program to promote a variety of programs and events on campus;
- To work closely with the Director of the Gender Studies Program and the GNDR Committee to address issues of gender and diversity on campus:
- To assist in the administrative tasks for monthly GNDR Committee meetings;
- To work cooperatively and collaboratively with various departments/programs/organizations on Slippery Rock University's campus;
- To be an active presence at related meetings (e.g. President's Commission on Women, President's Commission on Gender Identity and Sexual Orientation, etc.); and
- To be an active presence on the Gender Studies Program's social medial accounts.

**Desired Qualifications**

- Unconditional acceptance as a graduate student in a master's degree program at Slippery Rock University
- Full-time enrollment (nine credits) as a graduate student
- Ability to work 17.5 hours per week for the Gender Studies Program (office space in the Smith Student Center–Pride Center), with availability during campus working hours
- Experience or positive interest in gender studies and/or gender and diversity issues
- Strong organizational skills
- Attention to detail
- Initiative
- Promptitude in completing tasks
- Strong writing and communication skills

**Graduate Student Outcomes**

- Ability to work cooperatively and collaboratively with diverse people
- Ability to organize educational events centered on issues of gender and diversity
- Ability to construct clean and organizational minutes for meetings
### Appropriate SRU Graduate Majors
- English
- History
- Education
- Student Affairs in Higher Education
- Clinical Mental Health Counseling
- Music Therapy
- Public Health

### Supervisor's Expectations
- Four day schedule of 17.5 hours per week
- Flexibility in scheduled hours to support various events on campus
- Creative, passionate, and independent person, with a responsible and committed attitude and who is willing to actively engage in the program's goals
- Daily communication about progress on tasks

### Supervisor's address:
110 Patterson Hall Slippery Rock University
Slippery Rock, PA 16057
United States

### Phone Number:
(724) 738-2359

### Fax:
(724) 738-4207

### Email:
cindy.lacom@sru.edu