Faculty Support

G.A. Position: Faculty Support

Department: Women’s Studies

Supervisor: Dr. Cindy LaCom

Job Description:

The graduate assistant in the Women’s Studies Program supports and promotes a variety of programs and activities that address the historical gender inequity in higher education.

Job Functions/Responsibilities:

- To prepare publication of FOCUS five or six times a year. This task involves writing, layout, and word-processing skills
- To work closely with the director of Women’s Studies Committee in developing and publicizing women’s studies programs
- To assist in the administrative tasks for monthly committee meetings
- To work cooperatively with the coordinator and supervisor of the Women’s Center

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 for the Women’s Studies Program (scheduled to occur in the Women’s Center)
- Experience or positive interest in women’s studies and/or women’s issues
- Word processing skills (preferably PageMaker on Macintosh) relevant to the publication of FOCUS on Women’s Issues, the women’s studies newsletter

Graduate Student Outcomes:

- Ability to edit and produce an organizational newsletter
- Ability to work cooperatively and collaboratively with diverse people
- Ability to organize educational events
- Ability to construct clear and organized minutes for organizational meetings

Appropriate SRU Graduate Majors:

- English
- History
- Counseling & Educational Psychology
Supervisor Expectations:

- Four day schedule of 17.5 hours per week worked out with needs of Women’s Center
- Flexibility in scheduled hours to support special events
- Responsible, committed attitude about program goals
- Daily communication about progress on tasks

Contact Information:

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