Women’s Center

G.A. Position: Women’s Center

Department: Women’s Center

Supervisor: Jodiann Solito

Job Description:

The purpose of this position is to assist with the daily operations of the Women’s Center and serve as chairperson of Women’s Center advisory board.

Job Functions/Responsibilities:

- Conduct programming and collaborate with campus offices to provide educational experiences for students
- Train and supervise student employees and volunteers
- Plan and facilitate regular staff meetings
- Serve as chairperson of advisory board
- Develop and maintain resources: books, pamphlets, videos
- Maintain and coordinate campus and community displays of the clothesline project

Desired Qualifications:

- Candidates should demonstrate an interest in the issues affecting women and the growing needs of women on campus
- Working knowledge of Windows software and web page design is desirable
- Ability to work well with others; excellent communication skills
- Ability to work independently; a self-starter
- Highly motivated and enthusiastic
- Management experience is helpful

Graduate Student Outcomes:

- Gain knowledge/awareness of women’s issues
- Program planning experience – design and implement applicable programming events
- Management skills – scheduling a student staff, training and monitoring the staff, payroll, and staff supervision
- Communication skills – effectively communicating with staff and other persons, both on and off campus, collaborating on projects and programs
- Leadership – with assistance from the coordinator, the G.A. will learn how to establish goals and objectives, and ensure he student staff will carry them out. Also, in serving as the chair for the advisory board, the G.A. will learn how to lead a meeting, set an agenda, conduct meetings, etc.
Appropriate SRU Graduate Majors:

- Student Personnel, however, this position is open to all graduate students regardless of major

Supervisor’s Expectations:

- The graduate assistant is expected to work 17.5 hours a week. The schedule is to be determined by the G.A.; hours of operation are 9am – 4pm, Mon. – Fri.
- Promptness and reliability are required
- Continual communication with supervisor – no decisions are to be made, except for scheduling, without approval of supervisor
- The graduate assistant is to serve as point person for scheduling of Women’s Center by outside or campus agencies wishing to use facility, scheduling conflicts with staff, and directing staff to complete work assignments.

Contact Information:

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