

<p style="text-align: center;">GTU STUDENT EMPLOYMENT OPPORTUNITY</p>

Posting date: September 6, 2016

Department/Organization: Women's Studies in Religion

GL Account #: 11-35505-10-41-1008-51511

Supervisor: Reports to: The Dean and Vice President of Academic Affairs
Supervised by: WSR Steering Committee Chair

Job title: Program Coordinator

Job description: Part-time staff position for Women's Studies in Religion Program, providing clerical and project oversight.

- Plan and execute events approved by the WSR Steering Committee.
- Create publicity materials for WSR program and events.
- Manage email correspondence related to the WSR program.
- Staff WSR Steering Committee meetings, including communicating with members and taking minutes.
- Maintain the WSR budget.
- Serve as contact person and provide support for WSR course.
- Field students' questions concerning the WSR certificate program requirements and WSR resources.
- Submit all certificate related issues to WSR Chair for action.
- Assist in maintaining WSR section of the GTU web page.
- Maintain email list serves and other communication channels.
- Serve as liaison with the Gender Consortium at UC Berkeley.
- Create and present the WSR annual report to the Council of Deans.
- Offer other program support as requested by the WSR chair, Dean, or WSR certificate program students.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience in program planning and management
- Ability to understand and maintain a budget
- Communication skills, including knowledge of technologically based tools

Preferences:

- Ability to make two year commitment.
- Work-study eligibility.

Hours per week: Approximately 8 hours

Date job is to begin: September 14, 2016

Hourly rate: \$13.25

Period of employment: 10 months

Preferred workdays: Tuesdays/Wednesdays/Fridays (flexible, also dependent on when events are scheduled through the academic year)

Application process: Submit resume and letter of application, detailing interest and qualifications and including the names and contact information for two references to wsr@ses.gtu.edu