Along with supporting the Women’s & LGBTQ Resource Center’s general mission (and the daily operations entailed therein) this position will primarily consist of creating and implementing events/programs whose focus is women’s issues/experiences from an intersectional and global perspective. This will include collaborating with numerous university constituencies (offices, departments, faculty, staff, administrators) utilizing student interns for program design and support. This position will report to the Director of the Women’s & LGBTQ Resource Center.

**Objectives**

- To provide a professional development experience in an office with campus-wide responsibility
- To help the Women’s & LGBTQ Resource Center director and student interns meet the diverse needs of students (particularly with regard to women’s programming)
- To develop programming that will speak to the lived experiences of women (on a micro, macro, meso, and global scale)
- To provide the graduate student the opportunity to develop their skills (specifically with regard to advocacy) and increase their marketability as they look to professional opportunities in the future.

**Job Description**

This position will work in the Women’s & LGBTQ Resource Center in a variety of ways, both with the office’s general mission and more specifically with regard to women’s issues programming and advocacy.

The primary duties will include:

- Curate the Women’s Resource Center in HHH 311C, including program generation/implementation therein
- Assist the Women’s & LGBTQ Resource Center director with coordinating the Sexual Assault Bystander Intervention Training program
- Coordinate Women’s History Month programming in collaboration with various campus constituencies
- Support and attend office events and provide programmatic support to student interns
- Other duties as assigned

**Training**

There will be a training schedule developed for summer, so the Women’s Program Coordinator is well prepared to meet the demands of the position. In addition, there will be consistent supervision to enhance the graduate intern’s development and all work will discussed/assessed/supported on an ongoing basis. That said, interest in issues related to women’s lived experiences is necessary.

**Office Location**

Davies 220M & HHH 311C

**Stipend**

$11,000 for August 1, 2016 to may 31, 2017