The Women’s Center is one of the five cultural centers on campus and reports to the Division of Student Affairs. The Women’s Center is a resource for students, faculty, staff, and community members. The mission of the Women’s Center is to advocate, educate, and provide support services for the achievement of gender equity at the University and within the community at large. Special attention is focused on women who face additional challenges due to their race, nationality, class, sexual identity, religion, age, and physical or mental ability.

More specifically, we promote an anti-racist feminist perspective which includes an analysis of the intersectionality between various forms of oppression; challenges the power structure/status quo that reinforces inequality based on race and gender simultaneously; and foregrounds the understanding of how racial discrimination impacts the analysis of gender discrimination.

The Women’s Center office staff consists of a Director, Associate Director, Violence Against Women Prevention Program (VAWPP) Coordinator, Administrative Assistant, graduate student and 20-25 undergraduate students.

**Job responsibilities**
Responsibilities will vary depending on the projects assigned. The Women’s Center will make every effort to match your interests, skills and professional goals with available projects. Past projects have included program planning for women’s leadership events and the research and compilation of the Herstory of the Women’s Center.

Our goal is to afford a means for students to turn theory into practice and to acquire an understanding of the many functions and services that the Women’s Center provides to the UConn community.

Overall responsibilities include:
- Serves on the Center’s Advisory Board as the graduate student representative.
- Works with the Advisory Board and its sub-committees on program planning, strategic planning, fundraising, and alumni/ae engagement.
- Assists in the development of assessment tools for existing programs.
- Assists the Women’s Center staff with the development and implementation of educational, cultural, and social programs to serve the UConn community.
• Assists in the development and distribution of program publicity, materials, programs for events and posting flyers on campus.
• Assists with the Center’s public relations outreach, including social media, website & other sources of communication
• Works cooperatively and collaboratively with other Women’s Center staff; collaborates with the other UConn cultural centers, other UConn departments/units, and stakeholders from the community.
• Serves as a resource person for Women’s Center visitors, guest lectures in FYE classes and other speaking opportunities.
• Answers constituent’s requests for information about the Center and our services.
• Researches issues related to gender equity and prepares reports of findings, as needed.
• Attends ALL staff meetings and retreats and completes professional development assignments.
• Attends 2 Women’s Center required programs per semester.
• Keeps up to date with current research and practice trends in the fields of gender equity, diversity, and multiculturalism.
• Other duties to be assigned by the Director, in addition to assisting with general office tasks.

Qualifications
The Women’s Center is seeking reliable, dedicated self-starters to work in a women centered environment, which strives to promote awareness and understanding of issues that affect all women and provides assistance to women in achieving their professional, educational and personal goals. Must have excellent written and oral communication skills. Must be able to work with people from diverse social, cultural, racial, economic and educational backgrounds. Ideal candidates will have a commitment to actively creating a welcoming environment for all women, including, but not limited to women who face additional challenges due to their race, nationality, class, sexual identity, religion, age, and physical or mental ability.

The Women’s Center is committed to strengthening and enhancing the experiences and learning of students, staff and faculty, as well as developing, supporting and empowering student leaders with a focus on women’s issues. Students are encouraged to take and share leadership roles, recognize hidden talents, think critically, challenge assumptions, develop their individual identities and goals, initiate new activities and define their own experiences.

This assistantship is a half-time assistantship, 20 hours per week, on a 9-month appointment with the possibility of summer employment. There will be some evening and weekend work hours required. This is a two-year assistantship pending a satisfactory performance after the first year.