Student Program Assistant Job Description

Position Summary: The Gender and Sexuality Center is seeking a reliable, dedicated self-starter to work our office. The mission of the Gender and Sexuality Center is to provide safe spaces for all members of the UT Austin community to explore, organize, and promote learning around issues of gender and sexuality. The center also facilitates a greater responsiveness to the needs of women and the LGBTQ communities through education, outreach and advocacy.

The GSC also provides assistance to students achieving their professional, educational, and personal goals.

GSC staff must be able to work with people from diverse backgrounds. Ideal candidates will have a commitment to actively creating a welcoming environment for all women and LGBT students, including, but not limited to women and LGBT students who face additional challenges due to their race, nationality, gender identity and expression, class, sexual identity, religion, age, and physical or mental ability.

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.

Student Program Assistant Responsibilities

1. Serve as a liaison between guest speakers/presenters and the GSC.
2. Negotiate travel preferences with guest(s) and provide Administrative Assistant all necessary information to secure the proper final arrangements such as flights, payments, overnight accommodations, etc.
3. Plan and coordinate program logistics such as site reservations, equipment reservations, materials, catering, etc.
4. Develop program publicity, as required.
5. Write press releases for events, thank you notes, and necessary follow-up correspondences around programs.
6. Represent the GSC on designated program planning committee and provide the administrative support needed.
7. Make initial contact with potential presenters to obtain program information and program cost.
8. Plan and coordinate special programs.
9. Attend designated programs to oversee the logistics and troubleshoot unforeseen problems.
10. Conduct outreach.
11. Attend all staff meetings and completing professional development assignments.
12. Other duties as assigned.

Note: Mandatory GSC Orientation is on August 25th & August 26th 2014
# Gender and Sexuality Center
## Student Assistant Application

### I. Personal Information:

<table>
<thead>
<tr>
<th>Name: ________________________________ (last) (first) (middle initial)</th>
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<tbody>
<tr>
<td>E-Mail: _______________________________ EID: ________________</td>
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<tr>
<td>Phone: ________________________________</td>
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<tr>
<td>Address: ________________________________ (street) (city) (Zip)</td>
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### II. Academic Information:

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<thead>
<tr>
<th>Number of credits completed: __________</th>
<th>Cumulative GPA: __________</th>
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<tbody>
<tr>
<td><strong>Class standing:</strong> (please circle) 1st year 2nd year 3rd year 4th year 5th year</td>
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<tr>
<td><strong>Major:</strong> ___________________________</td>
<td><strong>Minor:</strong> ___________________________</td>
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### III. Recent Work Experience:

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<thead>
<tr>
<th>Company/Organization</th>
<th>Title</th>
<th>Duties</th>
<th>Dates</th>
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IV. References:

Please list below the names of two individuals you will ask to serve as your references. The two references should come from individuals who are able to speak fairly about your skills and abilities.

Reference 1
Name: ________________________
Title/Relation: ________________
E-mail: ________________________
Phone: ________________________

Reference 2
Name: ________________________
Title/Relation: ________________
E-mail: ________________________
Phone: ________________________

V. Essay

Please respond to the following questions and attach to this application.

1. What skills and qualifications would you bring to a position at the Gender and Sexuality Center?
2. Share with us your impression of the campus climate regarding women’s and LGBT-related issues.
3. Why do you feel you are qualified for this position?
4. How would you define a “safe space,” and what would you do to ensure that the GSC is maintained as a “safe space?”

VI. Application Packet

I certify that the information provided in this packet is accurate and have made an effort to accurately represent myself as a candidate for employment at the Gender and Sexuality Center.

____________________________________
Signature of Applicant

_______________________________
Date
Place an X in the timeslots in which you are available to work.
If I am not selected for a position at the GSC, I am still interested in getting information about (unpaid) internship opportunities.

_____Yes   ______No