Graduate Assistantship in Women’s and Gender Studies

University of Nebraska-Lincoln

Position Description
The graduate assistant will work 19 hours per week; duties will include maintaining the Women’s and Gender Studies Program website and social media accounts, organizing and coordinating publicity for the Women’s Studies Colloquium Series and other events, including designing flyers and brochures and writing press releases, and producing the Women’s and Gender Studies newsletter. Additionally, the graduate assistant is expected to assist in organizing the No Limits Conference, perform general office work such as answering the phone and organizing mailings, and assist the director and associate director in special projects and day-to-day operations of the Women’s and Gender Studies Program.

In addition to the above, the position may include helping to facilitate Women’s and Gender Studies program and ACE assessments, curriculum updates, and course scheduling.

This assistantship provides health insurance, tuition remission of up to 12 credits per semester for fall and spring semesters, and a stipend, at minimum, of $15,879 for 10 months. Unfortunately, financial support is not available during the summer.

Qualifications
Applicants must:
• be enrolled in a specific graduate degree program at UNL,
• have a strong background or interest in Women’s and Gender Studies (open to graduate students of all disciplines),
• have knowledge, experience, or interest in creating and designing flyers, newsletters, and brochures; familiarity with Adobe Suite (Acrobat, Reader, Photoshop, and InDesign) and Microsoft Office (Word, PowerPoint, Access, Excel, Outlook, and Publisher) is preferred,
• have knowledge, experience or interest in web design, maintaining a webpage and working with other Internet resources (familiarity with HTML is preferred),
• have knowledge, experience, and/or interest in coordinating and monitoring multiple social media accounts (Facebook, Twitter, etc.),
• have good writing and research skills,
• be independent, self-motivated, and task oriented,
• be dependable and have excellent organization skills,
• be able to work collaboratively toward a common goal, and
• have good interpersonal skills in working with faculty, staff, undergraduate and graduate students, and community groups.

To apply, please submit electronically a letter of interest, a CV, and a letter of reference to Jennifer Haley, jhaley1@unl.edu by Monday, April 30.