WOMEN'S CENTER
UNIVERSITY OF NEBRASKA-LINCOLN

Job Title: Women's Center Programming Assistant
Hours Per Week: 12 - 15
Position Reports to: Jan Deeds, Ph.D.
Work Location: 340 Nebraska Union
Hourly Wage: $9.00

Basic Function: The Programming Assistant is responsible for developing and implementing programs and events related to gender issues. This person collaborates with other departments and student organizations to provide events relevant to the diverse population at UNL.

Responsibilities
1. Follow University procedures and guidelines established to effectively organize and coordinate all aspects of programs and events sponsored by the Women's Center.
2. In cooperation with the Women's Center Director, publicize Women's Center events through approved Women's Center social media sites and other marketing options.
3. Maintain records of program attendance and assessment results.
4. Participate in training for Women's Center volunteers, and provide opportunities for volunteers to learn program planning skills.
5. Attend Women's Center staff meetings, and utilize information sharing/communication methods effectively including Outlook and voicemail.
6. As a Women's Center staff member, maintain regular office hours and know how to help visitors access the library and other Women's Center services.
7. Initiate, coordinate and implement collaborative programming with other departments and student organizations to provide events relevant to the diverse population at UNL. Key programs include UNL Week without Violence each October and Women's Week each March,
8. Provide assistance to the PREVENT Coordinator for the End Rape on Campus march and to the Men's Outreach Graduate Assistant for Men @ Nebraska Week and the Men and Masculinities Conference.
9. Assist with other programs and activities as assigned by Women's Center Director.

Special Qualifications:
1. Previous event planning experience.
2. Good record keeping and organizing skills.
3. Public speaking and meeting facilitation skills.