

**WOMEN'S CENTER
UNIVERSITY OF NEBRASKA-LINCOLN**

Job Title: WC Students With Children Coordinator

Hours Per Week: 12 to 15

Position Reports to: Jan Deeds, Ph.D.

Work Location: 340 Nebraska Union

Hourly Wage: \$9.00

Basic Function:

The Students With Children Coordinator coordinates programs, services, and outreach for students with children.

Responsibilities:

1. Work with the Women's Center Director to identify the needs of students with children as well as campus and community resources available to address those needs.
2. Recruit participants for the Students with Children RSO, and coordinate regular meetings.
3. Collaborate with existing committees and departments that advocate for and provide services for students with children, including the Chancellor's Commission on the Status of Women and the First Year Experience and Transitions program.
4. Maintain an active social media presence to raise awareness of SWC programs and services.
5. Establish relationships with student organizations that may have student parent members, including the Student Veterans Organization, international student organizations, and others.
6. Attend Women's Center staff meetings, and utilize information sharing/communication methods effectively including Outlook and voicemail.
7. As a Women's Center staff member, maintain regular office hours and know how to help visitors access the library and other WC services.
8. Assist with other programs and activities as assigned by Women's Center Director.

Special Qualifications:

1. Experience working with student parents.
2. Good record keeping and organizing skills.
3. Strong communication skills.

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