



**Appalachian
State University
The Office of Intercultural Student Affairs
Graduate Assistantship
Women's Center**



The Office of Intercultural Student Affairs (ISA), a part of the Division of Student Affairs, contributes to the academic mission of Appalachian State University by providing marginalized and underrepresented students with mentoring, advocacy, community and identity affirmation; as well as by offering multiple and varied learning opportunities for all Appalachian students to develop an appreciation for diversity and different perspectives, enhance self-awareness, increase multicultural knowledge and strengthen intercultural competency.

The Women's Center, a unit within ISA, provides advocacy, support, and programming to students and the campus community. The Center strives to advocate for all female-identified students and enhance educational opportunities on campus that engage with gender and its intersection with other marginalized identities. The Women's Center provides campus-wide programs, develops and implements workshops and presentations, collaborates with other offices within and outside the Division of Student Affairs, and offers support as a student-run identity center. Annual events coordinated by this office include: Sexual Assault Awareness Month, Women's Focus Fundraiser Event, BodyPositive Training, and the Women's Empowerment Luncheon and Women's History Month Activities.

The Graduate Assistant will be responsible for:

- Advising and managing the ASU Women's Center, which includes: Carrying out the Women's Center mission, goals, and objectives, recruiting and retaining members, coordinating volunteer schedules, planning and implementing volunteer training and peer mentorship programs, developing, organizing and supervising committees, website updates and maintenance, and providing support, guidance and oversight to student volunteers and committees.
- Directing weekly volunteer meetings, creating agenda, facilitating idea development, etc.
- Oversee the annual budget, including tracking spending, reconciling purchases, and providing updates to the Associate Director of Multicultural Student Development.
- Provide leadership in the planning and execution of Sexual Assault Awareness Month Programming.
- Serve as the primary coordinator for Vagina Monologues, which includes: reserving room spaces, overseeing budget, fundraising, selection and supervision of production crew, auditions, show night management, etc.
- Collecting and analyzing data for Women's Center program assessments, including volunteer surveys, program participant surveys, and event evaluations. An end-of-year report will also be submitted including an overall summary of these data.
- Providing direct support and mentorship to students who utilize the Center.
- Additional responsibilities will include creating resource material and information as needed.
- Other duties as assigned.

The graduate assistantship in the Office of Multicultural Student Development requires the candidate to work an average of 20 hours per week for a total of 750 hours per academic year. This person will report to the Assistant Director of Intercultural Student Affairs.

Additional qualifications include:

- Completion of a Bachelor's Degree
- Enrolled in a graduate degree program
- Preferred Qualification: demonstrated involvement in education, outreach, and/or activities related to

gender, the LGBTQIA+ community, and/or sexual assault awareness and prevention