

Women's, Gender & Sexuality Studies

Office Assistant Needed

For Spring 2015

Job Description

The job combines work for both the WGSS Program and the Friends of Women's Studies.
The new Office Assistant will work jointly with a GA.

Assignments include:

Academic advising of undergraduate Women's Studies & GLBT Studies minors & graduate students enrolled in the Graduate Certificate in Women's Studies: maintain and update student records, advise students on coursework and progress through program, and attend monthly CLASS academic advisors' meetings. Requires employee security clearance and ability to work with confidential information.

Assist with Friends of Women's Studies events and meetings.

Standard office tasks: Check & respond to mail, voicemail and e-mail daily. Photocopying as needed, maintain office supplies, assist faculty and staff.

Work with Departmental Business Administrator. Maintain relevant listservs and email lists. Maintain and update the webpage (via IT services). Coordinate course listings.

Update WGSS minors, graduate certificate students, departments, and board as needed.

Alert public and media about special events and announcements. Advertise events (create and distribute fliers).

Assist with program planning, including Spring Open House, Women's History Month (March) events, Graduate Certificate graduation ceremony, and the Living Archives Series.

Attend new student orientations and new faculty orientation as WGSS Program representative.

Publicize scholarships, fellowships, grants and essay contests for faculty, undergraduates and graduate students.

Special skills needed:

Experience working with Word, Excel, and Microsoft Publisher
Working with Filemaker Pro (can learn on the job)
Writing skills a plus.
Experience working with PeopleSoft also a plus.

Job term: Spring 2015 semester, 20 hr/week.

Applications due January 30, 2015

Questions: 713-743-3773

Send C.V. and cover letter to:

Prof. Elizabeth Gregory
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Or via campus mail: WOST 3005