

Please Post:
Women's, Gender & Sexuality Studies
Graduate Assistant Needed
For Spring 2014

Job Description

The job combines work for both the WGSS Program and the Friends of Women's Studies.
The new GA will work jointly with a second, experienced 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 2014 semester (begins January 13, 2014). 20 hr/week.

Requirements: full-time UH graduate student (9 hours) during the Spring 2014 term

Applications due December 6, 2013

Questions: 713-743-3214

Send C.V. and cover letter to:

Prof. Elizabeth Gregory /WGSS/UH/ Agnes Arnold Hall 624/ Houston, TX 77204-3005
Or via campus mail: WOST 3005