



## **Student Engagement & Enrollment Services, Women's & Gender Equity Center**

### **Position Description:** *Social Justice & Equity Initiatives Graduate Assistant*

**Number of Positions:** 1 (one)

**Job Summary:** The Women's and Gender Equity Center (W&GEC) Social Justice & Equity Graduate Assistant will promote the Center's mission by assisting with the development and execution of programming, events, and services for heritage awareness months, social justice awareness days, months, themes, and campaigns. The Social Justice & Equity Graduate Assistant will be tasked with creating and/or sustaining an equity driven program that will stay within the center, as well as leading the coordination, recruitment, and facilitation of the Social Justice & Equity Initiatives training(s); they will also assist with the development of the ongoing speaker series.

**Office Website:** <https://www.odu.edu/wgec>

### **Duties & Responsibilities:**

- Lead academic research to inform the educational and community program development under the Social Justice & Equity Initiatives
- Creating a directory of and/or updating campus and community resources that support meeting the unique needs of students served, particularly of historically marginalized communities
- Identifying a project or signature program to develop, implement, and execute each semester related to a social justice or equity focused topic (i.e., period poverty, disability justice, etc.)
- Create and execute educational programs related to topics/themes of social justice and equity
- Provide students with appropriate on campus resources and information to accommodate their needs
- Collaborate with other offices, organizations, and community partners on efforts to develop programs and initiatives that address issues related to social justice and equity
- Oversee the coordination, recruitment, and facilitation of the Social Justice & Equity Initiatives trainings
- Assisting the Assistant Director with administrative tasks, event logistical support, and any additional duties/tasks as assigned
- Supporting the day-to-day functioning of the Center in ways that support and carry out the mission
- Support SEES in collecting assessment data in support of engagement and retention efforts

### **Required Skills/Qualifications:**

- Masters or Ph.D. level graduate student in good standing
- Excellent communication, interpersonal, and research skills
- Experience with public speaking and group facilitation
- At least one graduate level course in Sociology & Criminal Justice or related field

- Academic experience and/or practical training in issues related to social justice, advocacy, addressing issues of inequity, community organizing, program planning and/or coordination as well as a desire to work with students in the Social Justice & Equity 101 training program
- An understanding of the special problems students of historically marginalized communities and backgrounds may face on Old Dominion University's campus
- An interest in working with students of diverse backgrounds with an intersectional framework
- Demonstrated ability to do research and synthesize information
- The ability to create interesting and exciting new programs to address the population's needs

**Employment Schedule/Hours:** The GA is expected to work a set schedule totaling twenty (20) hours per week, in accordance with their courses, with the ability to flex time as needed for events/programs to include evenings and weekends.

**Education & Experience (Preferred Majors):** Education, Higher Education, Humanities, Women's Studies, International Studies, Psychology, Counseling, Criminology, Health Sciences, and Public Health; some experience working in office settings and/or with college students.

**Employment Schedule/Hours:** Internship work may be completed on a weekly basis (minimum 10 to 12 hours per week over 12 weeks) or over a shorter, more concentrated time period as part of an intense project experience where hours are amassed (no more than 25 hours per week).

**Academic Qualifications & Preferred Majors:** Regular admission in a graduate degree program (Education, Higher Education, Sociology, Humanities, Women's and Gender Studies, International Studies, Psychology, Sociology & Criminal Justice, Health Sciences, Counseling, Public Health) at ODU with good academic standing, maintenance of a full course load of student enrollment during the term of their appointment, and a 3.0 or higher GPA is required. Dropping below the required GPA or reducing one's course load below full-time can be grounds for dismissal.

**Knowledge and Skills Derived from Experience:**

- GA will obtain in-depth knowledge of community/University agencies that serve as referral resources for students and others in regards to social justice and equity advocacy
- GA will gain knowledge about topics of historical and contemporary social justice and equity advocacy and organizing efforts through coordination of social justice & equity 101 training
- GA will become familiar with university free speech, advocacy and activism policy and procedure
- GA will learn about program development/execution, marketing, curriculum development, data collection and assessment
- GA will obtain experience working with committees and teams
- GA will develop an awareness of social justice, equity, and advocacy issues through researching and reporting data
- GA will enhance their communication skills with diverse student populations.

**Compensation:** Graduate Assistantships are funded through a stipend of \$13,500 for masters' students; \$15,000 for PhD students over the course of one (1) academic year (12 months). A stipend of \$10,000 for masters' students doing 10 months out of the academic year (Spring and Fall semester only).



**Length of Assistantship:** The length of the graduate assistantship is 12 months; 10-month option available to masters students only. Assistantship renewal will be based on performance and can be terminated.

**Position Reports to:** Ericka Harrison-Bey, Assistant Director, S.A.F.E. Initiatives; Campus Advocate

**How to Apply:** Please send or deliver a cover letter (*optional*) and resume (*required*) to Ericka Harrison-Bey at the Women's and Gender Equity Center, 1101 Monarch Hall, Norfolk, VA 23529, to schedule an interview. If sending one, a cover letter should detail your interest in working at the Women's and Gender Equity Center, specifically with the Social Justice & Equity Initiative. Detail any relevant work, volunteer, or academic experience.