STUDENT INVOLVEMENT
UNIVERSITY OF NEBRASKA-LINCOLN

Student Involvement Content Area: Women's Center/Gender Programs
Job Title: Women's Center Programming Assistant
Hours Per Week: 12 - 15
Position Reports to: Jan Deeds, Ph.D.
Work Location: 340 Nebraska Union
Hourly Wage: $7.25

Basic Function: The Programming Assistant is responsible for developing and implementing programs and events related to gender issues. This person collaborates with other departments and student organizations to provide events relevant to the diverse population at UNL.

Student Involvement Responsibilities 10%

1. Participate as an active staff member in all Student Involvement training, orientation, and staff development meetings, programs and committees.
2. Assist in the development of collaborative projects across other Student Involvement content areas whenever possible.
3. Assist in the development of collaborative projects with other campus offices/ departments/divisions as opportunities arise to help achieve the goals and mission of Student Involvement.
4. Assist students and other customers of Student Involvement as needed.

Content Area Responsibilities 90%

1. Follow the procedures and guidelines established within Student Involvement to effectively organize and coordinate all aspects of programs and events sponsored by the Women's Center.
2. In cooperation with the Associate Director, maintain an accurate schedule of events on the Women's Center website.
3. Participate in training for Women's Center volunteers, and provide opportunities for volunteers to learn program planning skills.
4. Attend Women's Center staff meetings, and utilize information sharing/communication methods including Blackboard and voice mail effectively.
5. Collaborate with the other Student Involvement content areas to provide program ideas, planning experience, and coordination between content areas.
6. Initiate collaborative programming with other departments and student organizations to provide events relevant to the diverse population of women at UNL.
7. Assist with other programs and activities as assigned by Associate Director.

Special Qualifications:

1. Previous event planning experience.
2. Good record keeping and organizing skills.
3. Public speaking and meeting facilitation skills.

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