

# **The University of Kansas**

## **Emily Taylor Center for Women and Gender Equity Graduate Intern**

The Emily Taylor Center for Women and Gender Equity (ETC for brevity) provides leadership and advocacy in promoting gender equity and challenging gender-related barriers which impede full access, inclusion, and success. Approaching our work from a social justice lens, we raise awareness of critical issues, provide opportunities to translate awareness into action, and empower individuals to advocate for themselves and others. The ETC is part of the Office for Diversity and Equity and is involved in supporting overarching diversity initiatives, goals and philosophy.

The ETC team includes three full-time professionals and one half-time Graduate Intern position. The primary focus of this position is to coordinate the Emily Taylor Center volunteer program. This includes actively recruiting new volunteers, meeting one-on-one with volunteers, planning volunteer meetings, communicating opportunities to volunteers, and working with volunteers to create programs for the Center. This Graduate Intern also assists the ETC Director, Assistant Director, and Program Coordinator in overseeing and coordinating educational programming. This includes involvement in conceptualizing and planning events, organizing and coordinating details, assisting in providing guidance, information, support and referrals on gender-related issues to students, staff, faculty, and university departments, assisting in facilitating workshops/discussions on topics related to gender, preparing promotional materials, and coordination of ETC volunteers. Some evenings and weekends may be required.

Additional opportunities for involvement may include: student group advising, Greek Life collaboration, committee involvement, leadership programming, and professional development experiences.

### **Responsibilities:**

1. Coordinate and communicate volunteer opportunities;
2. Build relationships with ETC volunteers to ensure volunteers are having a meaningful experience;
3. Assist in the planning and coordination of educational programs, including contacting speakers, arranging for space, collaborating with campus groups, preparing promotional materials, and overseeing evaluation mechanisms;
4. Represent the ETC at campus events and programs;
5. Assist in the promotion of ETC programs and services by preparing written materials, utilizing social media venues and developing creative approaches.
6. Assist the ETC Staff in determining current gender-related interests, needs, and campus concerns in order to create programs and services to meet those needs;
7. Assist in providing guidance, information, support and referrals on gender-related issues to students, staff, faculty, and university departments;
8. Assist in facilitating workshops/discussions on topics related to women and gender that address ETC goals;
9. Assist with Diversity and Equity initiatives when requested;
10. Assume administrative responsibilities as needed.

**Required Qualifications:**

1. Enrollment as a KU graduate student in good academic standing for the 2018 – 2019 academic year;
2. Strong interpersonal and communication skills;
3. Demonstrated ability to establish and maintain positive working relationships with members of the campus community (students, administrators and faculty);
4. Strong organizational and follow-through skills;
5. Ability to present information to groups.

**Preferred Qualifications:**

1. Knowledge of and experience in working with gender-related issues in higher education;
2. Volunteer management experience;
3. Experience in coordinating programs and providing assistance on gender-related issues to college students;
4. Training or experience in facilitating workshops and/or discussions with small and large groups;
5. Experience with PC programs, including maintaining websites, Facebook, Instagram, and Twitter accounts.

**Compensation:**

\$500.00 per biweekly pay period, 20 hours per week (50% appointment).

**Appointment Period:** August, 2018 through May, 2019

**Application Deadline:** January 10, 2018. Applicants can apply on-line at <https://jobs.ku.edu>. Complete applications will include an on-line application, cover letter, resume, and the names of three references.

**Contact Information:** Annie McBride, Assistant Director, Emily Taylor Center for Women and Gender Equity, 1445 Jayhawk Blvd., Room 4024, Lawrence, Kansas, 66045. For more information feel free to call (785) 864-3552 or visit our web site at [www.emilytaylorcenter.ku.edu](http://www.emilytaylorcenter.ku.edu)

The University of Kansas is the largest and most comprehensive university in the state, enrolling more than 29,000 students and employing nearly 2,000 faculty members. The Graduate School offers the Master of Arts degree in 42 fields, the Master of Science degree in 36 fields, specific professional master's degrees in 14 programs, and the Doctor of Philosophy degree in 56 fields. Specific information on graduate programs is available upon request.

**THE UNIVERSITY OF KANSAS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. THE UNIVERSITY ENCOURAGES APPLICATIONS FROM UNDERREPRESENTED GROUP MEMBERS. FEDERAL AND STATE LEGISLATION PROHIBITS DISCRIMINATION ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, DISABILITY, AND VETERAN STATUS. IN ADDITION, UNIVERSITY POLICIES PROHIBIT DISCRIMINATION ON THE BASIS OF SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.**