

GENDER AND SEXUALITY CENTER ASSOCIATE JOB DESCRIPTION 2008-2009

Job Description: Gender and Sexuality Center - Center Associate

Contract: 8 - 10 hours per week, 1 week of training before classes start. Study abroad may be allowed.

Department: Gender and Sexuality Center

Contact Person: Kaaren Williamsen-Garvey, x7179

Office & Position Description

The GSC offers resources and support on LGBT, women's and men's issues and coordinates campus initiatives to prevent sexual violence. We work with other campus organizations and offices to strengthen and sustain an inclusive campus community that promotes gender equality and awareness and welcomes people of all sexual orientations and gender identities.

The Center Associates are peer leaders that help with all aspects of the office, including peer education, special events, maintaining the center, assisting with the daily operations of the office and working as liaisons to student organizations and other offices.

Position Responsibilities - Many of these responsibilities will be divided among the student staff.

- Plan and implement peer education programs and events related to gender, sexuality, and sexual violence prevention
- Assist with the day to day operations of the GSC
- Coordinate educational residential programming (ex. LGBTA Floor Panels, 1 in 4)
- Coordinate Queer Peers, our peer mentoring program for GLBTA students
- Maintain resources within the GSC (books, periodicals, videos)
- Coordinate/assist with annual events such as Vagina Monologues, Pride Month, and the Rainbow Retreat
- Coordinate/assist with maintenance of office web page
- Coordinate/assist with the GSC newsletter
- Work as a peer advisor when needed
- Prepare publicity for events
- Attend weekly staff meetings
- Assume responsibility for tasks assigned on an as needed basis
- One CA will also be hired as the Q&A House Manager (see attached house manager job description)
- One CA will also be hired as the WA House Manager (see attached house manager job description)

Position requirements

- Strong interest in gender, sexuality and/or sexual violence prevention issues
- Willing to maintain awareness of current issues surrounding gender, sexuality and sexual violence prevention
- Ability to work well in a team
- Ability to work independently and be self motivated
- Ability to be flexible and able to represent the GSC
- 8-10 hours a week
- Must attend one week CA training prior to beginning of fall term
- Preference given to candidates who will be juniors or seniors

Q&A and WA HOUSE MANAGER POSITION DESCRIPTION

Office of Residential Life & Gender and Sexuality Center

House Managers provide a direct contact between the residents of Interest/Institutional houses and the Gender and Sexuality Center and the Office of Residential Life. House Managers report directly to the Director of the GSC and to an Assistant Director of Residential Life.

House Managers' primary functions are to aid house members in finding satisfactory individual and collective lifestyles which respect the rights of others, stay within the framework of community regulations and guarantee that the house atmosphere supports sleep, study and recreation in their proper place. House Managers should make a concerted effort to get to know their residents. Should problems arise, they can better serve as a resource if a relationship has already been established.

The House Manager position includes a 2 hour a week work-study appointment. Combined with 8 hours in the GSC, this is a 10 hour a week job. (See CA job description for additional responsibilities).

BASIC RESPONSIBILITIES:

I. Responsibility to House Members:

- A. House Managers are responsible for providing information to house residents by posting notices and distributing information for the Office of Residential Life.
- B. House Managers are responsible for convening house meetings on a regular basis. In particular, they must convene meetings during the first week to discuss community standards and during the 8th week to discuss closing procedures.
- C. House Managers are responsible for maintaining an appropriate noise level so that people are able to study and sleep in their rooms.
- D. House Managers are responsible for taking the lead in responding to facility issues and crisis situations.
- E. House Managers are responsible for keeping residents informed of activities sponsored by the Gender and Sexuality Center.

II. Responsibility to the Office of Residential Life

- A. House Managers have the obligation to:
 - 1. Arrive on campus before upper-class students return for fall term and stay on campus through Commencement.
 - 2. Attend meetings and training sessions as called by the Residential Life staff throughout the school year. (In particular, a 2-4 hour training session prior to the start of Fall term and one hour at the end of each term.)
 - 3. Complete required paper work satisfactorily and in a timely manner.
 - 4. Maintain contact and open communications with appropriate members of the Residential Life staff, particularly the Assistant Director of Residential Life.
 - 5. Complete House Manager Weekly Reports.
- B. House Managers are responsible for knowing and living within College policy and subsequently should :
 - 1. Inform the house members of expected conduct on College premises.
 - 2. Inform the Residential Life staff about student opinion of expected behavior.
 - 3. Inform the Residential Life staff about violations of College policy.

C. House Managers are responsible for notifying the Office of Residential Life and the Gender and Sexuality Center about:

1. Room changes and house capacity.
2. Theft or damage to school or personal property.
3. Conflicts or problems that arise in the house.

III. Responsibility to the Gender and Sexuality Center

A. House Managers have the obligation to:

1. Arrive on campus early to participate in GSCA and House Manager training.
2. Attend GSC staff meetings and participate in the GSC as a Center Associate.
3. Maintain contact and open communication about house matters with the Director of the Gender and Sexuality Center.
4. Work as a liaison between the GSC and the House.

IV. Responsibility in Maintenance of House

House Managers have the obligation to:

1. Inventory all rooms in the house when students move in and when they leave their rooms using the Room Condition Report.
2. Coordinate key collection at the end of the term and year.
3. Maintain a master room chart and an up-to-date roster with telephone numbers of the students living in the house and provide this information for Residential Life.
4. Inventory and check the condition of all lounges, bathrooms, study rooms, and halls, using the Public Area Inventory and Condition Report form.
5. Request repairs needed on College property to the proper departments using the on-line Facilities Work Request Form.
6. Ensure that personal and College-owned furniture are kept out of the hallways.
7. Perform fire safety checks and complete reports once per term reporting defective or missing fire extinguishers, smoke alarms and exit lights to the Maintenance and Custodial Services office.
8. Know how to operate circuit breakers and fire safety equipment.
9. Make sure that students are not living in areas that do not meet fire and safety housing codes, such as basements, attics and porches.
10. Coordinate removal of garbage and recyclable materials from the house.
11. Make sure that the public areas of the house, particularly the kitchen, are kept clean (students in the house are responsible for their own dishes and generally keeping the kitchen in good condition).
12. Inform residents of policies regarding the house.

COMPENSATION

The House Manager position is a 2 hour a week work study position. Combined with 8 hours in the GSC, this is a 10 hr a week position.

2/28/06

GSC Updated

GENDER AND SEXUALITY CENTER ASSOCIATES APPLICATION 2008-2009

The GSC offers resources and support on LGBT, women's and men's issues and coordinates campus initiatives to prevent sexual violence. We work with other campus organizations and offices to strengthen and sustain an inclusive campus community that promotes gender equality and awareness and welcomes people of all sexual orientations and gender identities.

Please complete application and return to the Gender and Sexuality Center by Friday April 11, 2008.

We will contact you for an interview time.

Name: _____

Phone Number: _____ Year: _____

Email: _____ Major: _____

Where do you plan to live next year? _____

Are you planning to be off campus any term next year? _____

If yes, please explain:

PLEASE TYPE YOUR ANSWERS TO THE FOLLOWING QUESTIONS

1. Why are you interested in a position in the Gender and Sexuality Center?
2. What are your previous work experiences at Carleton and elsewhere? What did you learn that you could apply to the GSC?
3. Peer education is a major component to the GSCA position (ex. 1 in 4, LGBTTA Panels, h.o.t. s.e.x. -- Healthy, Open, Talking and Sex and Everything eXtra workshops). What kind of peer education would you be interested in participating in?
4. Anything else you would like the search committee to know?

If you are also applying for the GSCA/Q&A or GSCA/WA House Manager position, please answer the following additional questions:

5. Why are you interested in the House Manager position?
6. What kind of community would you like to help develop in the house?
7. What experiences do you have facilitating meetings and planning events?
8. Anything else you want the selection committee to know?

Please distribute the enclosed evaluation forms to two people that know you well. Try to get at least one evaluation completed by a current peer leader (GSCA, SWA, RA, IPL, IPA etc...). Additional evaluations can be filled out by current or past supervisors, professors or other students. List their names and contact information here.

Name: _____

Phone: _____

How do you know them?

Name: _____

Phone: _____

How do you know them?

THANK YOU FOR APPLYING FOR A CENTER ASSOCIATE POSITION!

**GENDER AND SEXUALITY CENTER ASSOCIATE
EVALUATION FORM
2008-2009**

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To be completed by applicant

Name: _____

Please sign here if you waive your right of access to the information contained in this recommendation, thereby insuring its confidential nature.

Signature: _____

Date: _____

Your Name: _____

Relationship to Applicant: _____

How long have you known the applicant? _____

Please rate the applicant on a scale of 1 to 5 on the following:

5=Excellent

4=Above Average

3=Average

2=Slightly Below Average

1=Below Average

NB=No Basis for Judgement

1. Leadership

Consider the applicant's ability to organize and motivate others

2. Communication Skills

Consider the applicant's listening skills and general communication skills

3. Initiative

Consider the applicant's ability to act independently

4. Responsibility

Consider the applicant's promptness, reliability, and accuracy

5. Appreciation of Diversity

Consider the applicant's awareness and appreciation for diversity

6. Interpersonal Skills

Consider the applicant's ability to work in a team

Please continue on other side

Please comment on the applicant's ability to be a successful peer leader, and anything else you think we should know.

Please check one of the following:

- | | |
|--|---|
| <input type="checkbox"/> Highly Recommend | <input type="checkbox"/> Recommend with Reservations |
| <input type="checkbox"/> Recommend | <input type="checkbox"/> Do not Recommend |

Signature _____

Date _____

Position _____

Phone _____

Thank you! Please return to Kaaren Williamsen-Garvey, Gender and Sexuality Center by Friday April 11, 2008