Gender & Sexuality Center Associate (GSCA)
Position Description 2017-2018

General Information
- Contact: Tegra Straight (tstraight) or Laura Haave (lhaave)
- Up to 10 hours per week, paid
- Carleton College work study position

Mandatory Training
- This Spring Term: May 16 at 7:00pm: Combined Peer Leader Training in Great Hall
- August 28, 2017: GSCAs Arrive on Campus
- August 28-August 30, 2017: GSC Staff Training
- August 30, 2017-September 4, 2017: Combined Peer Leader training (Part 2)
- September 5-8, 2017: New Student Week involvement
- Saturday, January 6, 2018: Winter Peer Leader Continuing Education
- Spring Pre-Term Training: TBD

Peer Leaders at Carleton College
Carleton College employs hundreds of students in a variety of leadership roles. These student leaders are vital in providing important programs and services to the campus community. Peer leaders in the GSC help with all aspects of the office, including event planning, peer education and mentorship, program coordination, publicity, and office upkeep. Issues related to the mission of the GSC include, but are not limited to, gender, sexuality, sexual violence prevention, survivor support, and sexual health. Please contact Tegra (tstraight), Laura (lhaave), or a current GSCA with questions.

General Responsibilities
- An awareness of, or interest in learning more about, systematic and individual systems of privilege/oppression
- Interest in creating work, or participating in discussions, about intersecting identities and how the office can better serve various campus communities
- Attend a weekly staff meeting and prioritize the scheduling of this each term
- Collaborate with other peer leaders, staff, and faculty in creating a welcoming and inclusive campus community
- Serve as a resource, or direct to the appropriate resource, when community members approach you with questions/advice around gender, sexuality, sexual violence, or sexual health.
- Manage, plan, and coordinate, Fall, Winter, Spring, and Year-Long projects and a workshop either individually or as part of a team,
- Support annual large-scale and one-time programming put on by the GSC
• Attend office hours where you can plan your assigned projects, answer the phone, greet visitors, aid in event publicity, and keep the space organized

Qualifications
• Must be available for GSC and Combined Peer Leader training
• Carleton student in good academic and disciplinary standing
• Willingness to serve as part of a team as well as ability to work independently
• Attention to detail and strong organizational skills.
• Willingness to work some evening, night, and weekend hours as needed

References: We are looking for references for applicants who have the ability to speak towards your work in group or staff settings, including but not limited to work supervisors, volunteer coordinators, group project members, etc. References do not have to be Carleton community members.