GENDER AND SEXUALITY CENTER ASSOCIATE
JOB DESCRIPTION 2011-2012

Job Description: Gender and Sexuality Center Associate

Contract: 8-10 hours per week, fall training

Department: Gender and Sexuality Center

Contact Person: Kaaren Williamsen, 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.

As a peer educator in the GSC, GSCA’s facilitate workshops on healthy relationships, LGBTA awareness, sexual violence prevention and provide related peer support and campus events. Two GSCA positions will also include house manager duties for Queer’s & Allies House and Women’s Awareness House.

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

- Coordinate and facilitate peer education programs, including LGBTA panels and floor workshops based upon the Our Whole Lives Comprehensive Sexuality Education curriculum.
- Assist with the day to day operations of the GSC
- 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, Speak Out, and the Rainbow Retreat
- Facilitate discussion groups (ex. Men Talking About Masculinities, Carleton In and Out)
- Coordinate/assist with maintenance of office web page
- Coordinate/assist with the GSC newsletter
- Provide peer advising
- Participate in NSW activities, including the Not On Our Campus Presentation
- Prepare publicity for events
- Attend weekly staff meetings and regular one on one’s with the director
- Assume responsibility for tasks assigned on an as needed basis
- One GSCA may also be hired as the Q&A House Manager
- One GSCA may also be hired at the WA House Manager

Position requirements

- Strong interest in gender, sexuality and/or sexual violence prevention issues and willingness to maintain awareness of current issues surrounding gender, sexuality, sexual violence prevention and diversity
- Strong interest in working collaboratively with other offices and groups
- Ability to work well in a team
- Ability to work independently and be self motivated
- Ability to professionally represent the GSC across campus
- 8-10 hours a week
GENDER AND SEXUALITY CENTER ASSOCIATE APPLICATION 2011-2012

Please complete application and return to the Gender and Sexuality Center by Friday April 15, 2011.

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 peer leader position at 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 of the GSCA position (ex. LGBT Panels, Workshops, Not On Our Campus). What experiences do you have with peer education and why would you make a successful peer educator?

4. Cultivating strong and healthy student communities around issues related to gender and sexuality is another key part to the GSCA position, how could you contribute to this goal? (Examples of communities – LGBT community, creating spaces to talk about masculinity, gender, feminism, intersecting identities, being a survivor, etc...).

5. Anything else you would like us 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 (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: _______________________________ How do you know them?

Name: _______________________________ How do you know them?

THANK YOU FOR APPLYING!
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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 applicant’s listening skills and general communication skills) _____

3. Initiative (Consider applicant’s ability to act independently) _____

4. Responsibility (Consider applicant’s reliability, accuracy and promptness) _____

5. Appreciation of Diversity (Consider the applicant’s ability to work with diverse groups of students) _____

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

☐ Highly Recommend
☐ Recommend
☐ Recommend with Reservations
☐ Do Not Recommend

Comments:

Signature __________________________________________  Date __________

Position __________________________________________  Email _________

Please return to Kaaren Williamsen in the Gender and Sexuality Center by Friday, April 15, 2011.

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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

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- 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 applicant’s listening skills and general communication skills)*
3. **Initiative** *(Consider applicant’s ability to act independently)*
4. **Responsibility** *(Consider applicant’s reliability, accuracy and promptness)*
5. **Appreciation of Diversity** *(Consider the applicant’s ability to work with diverse groups of students)*
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.

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☐ Highly Recommend
☐ Recommend
☐ Recommend with Reservations
☐ Do Not Recommend

Comments:

Signature _______________________________ Date __________

Position _______________________________ Email __________

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Thank you!