General Information
- Contact: Tegra Straight (tstraight)
- Up to 10 hours per week, paid

Mandatory Training
- August 25, 2016: Return to campus for combined GSC and Residential Life Fall Training
- August 25 – September 3, 2016: GSC & Residential Life Fall Training

WA House Manager & GSC Liaison
The GSC and Residential Life are looking for a creative, talented, and organized individual to serve as the House Manager for Women’s Advocacy (WA) House and as a Liaison to the GSC. In collaboration with other residents of the house, the House Manager will uphold the mission and goals established for WA House and work with the Office of Residential Life to meet all administrative and facility needs of the house. Please contact Tegra (tstraight) with questions about this position.

Mission of Women’s Advocacy House:
Women’s Advocacy House is open to all students. While we encourage all student to apply to live in the house, preference will be given to people who identify as women (cisgender and transgender) or as gender non-binary. The purpose of Women’s Advocacy House is to provide a communal living opportunity focused on the encouragement of individual and community awareness of the diversity of women and women’s issues.

Goals for Women’s Advocacy House:
- To provide a space for regular discussion and support around issues specifically related to women.
- To be an intentional living experience through which residents of the house learn from one another and build varying perspectives surrounding women’s issues.
- To have residents serve as coordinators of educational and social programming addressing a variety of issues relating specifically to women.

General Responsibilities
- Attend GSC/Residential Life fall trainings
- Communicate with Residential Life regarding facilities and maintenance issues
- Meet all administrative deadlines as established by Residential Life
- Set community expectations for house residents that establishes a safe and clean living environment
- Work with GSC in programming development and implementation
- Host a minimum of two programs per term
- Assist the GSC House Adviser in the selection of residents for the house
- Attend weekly GSC staff meetings
- Assist residents in roommate conflicts or in settling house issues; refer to GSC House Adviser as needed for support or guidance
- Meet biweekly with GSC House Adviser or as needed throughout the term

Qualifications
- Must be available for pre-fall term training beginning on August 25, 2016
- Carleton student in good academic and disciplinary standing
- Enthusiasm and willingness to learn
- Interest in fostering a safe and welcoming living environment
- Attention to detail and strong organizational skills