

Job Descriptions
Portland State University
Women's Resource Center

Job Title: Women's Resource Center Coordinator

Description:

- Work 40 hours a week, 12 months a year
- Provide a friendly, warm, welcoming office environment where women can come when they need to rest, study, seek information, and/or talk about interest or problems
- Responsible for making sure volunteers or staff maintain and upgrade resource and referral information for organizations in the Portland area which offer services to women.
- Supervision and support of staff and student employees.
- Assist students in forming networks and support groups
- Collaborate with coordinators of other student and community organizations in co-sponsoring activities
- Acts as a liaison and intermediary for WRC members when proposals or requests are submitted to the PSU administration.
- Serve as a liaison to community groups to form meaningful partnerships that meet the mission of the WRC.
- Attending appropriate taskforces, collaborations, and committees.
- Communicating what is happening in the community, student groups, and organizations to the rest of the staff and volunteers at the WRC.
- Representing the WRC in speaking engagements, such as classes and events.
- Develops Student Fee budget in consultation with other members of Women's Resource Center.
- Accountable for fiscal integrity of WRC budget, ensuring that funds are spent in the best interest of the general student body at PSU and in accordance with Student Fee guidelines.
- Work on obtaining outside funding, grants, and fundraising.
- Assess and evaluate the WRC to develop and improve based on feedback from stakeholders and best practices.
- Back up support of the Interpersonal Violence Advocacy Program Graduate Assistant, to provide advocacy and support of students around sexual assault, domestic violence, and stalking when GA is not available.
- Managing upkeep and renovations of facilities.
- Scheduling the WRC space for events after hours.
- Overseeing and supporting WRC staff and volunteers in event planning.
- Working closely with the advisory board.

Qualifications:

- Have a feminist understanding of women's issues such that she is committed to developing and maintaining a program free of class and ethnic bias, ageism, misogyny, and lesbian or heterosexual bias.
- Have some familiarity with the community of women at PSU or be willing to further that familiarity.
- Self-motivated and responsible in following through on commitments
- Have a basic understanding of office organization and clerical skills.
- Masters Degree or commensurate experience.
- Training or experience in working with Interpersonal Violence or willing to go through training at local domestic violence agency.
- Able to work in teams and to encourage collaboration.

Job Title: Women's Resource Center Assistant Coordinator

Description:

- Work 32 hours a week, 12 months a year
- Provide a friendly, warm, welcoming office environment where women can come when they need to rest, study, seek information, and/or talk about interest or problems
- Overseeing and supporting WRC staff and volunteers in event planning.
- Recruitment, training, orientation and retention of up to 30 volunteers.
- Scheduling staff and/or volunteers to keep the WRC office open at least 40 hours per week.
- Supervision of up to 30 student volunteers.
- Back up support for the Returning Women Students Program Graduate Assistant.
- Assist students in forming networks and support groups
- Collaborate with coordinators of other student and community organizations in co-sponsoring activities.
- Communicating what is happening in the community, student groups, and organizations to the rest of the staff and volunteers at the WRC.
- Attending appropriate taskforces, collaborations, and committees.
- Representing the WRC in speaking engagements, such as classes and events.

Qualifications:

- Have a feminist understanding of women's issues such that she is committed to developing and maintaining a program free of class and ethnic bias, ageism, misogyny, and lesbian or heterosexual bias.
- Have some familiarity with the community of women at PSU or be willing to further that familiarity.
- Self-motivated and responsible in following through on commitments
- Have a basic understanding of office organization and clerical skills.
- Masters degree or commensurate experience.
- Training or experience in working with Interpersonal Violence or willing to go through training at local domestic violence agency.
- Able to work in teams and to encourage collaboration.

Job Title: Returning Women Students Graduate Intern

Description:

- Work 16 hours a week, 12 months out the year.
- Facilitate psycho-social/educational groups for returning women.
- One-to-one support for returning women.
- Recruit, train, and support mentors.
- Oversee the mentor program by connecting students with mentors, following up, and evaluating success.
- Compile resources and educational materials and conduct workshops for returning women
- Work on a university wide level to advocate for the needs of women returning to school after a break in their education.
- Advertise and market the RWS program.

Qualifications:

- Have a feminist understanding of women's issues such that she is committed to developing and maintaining a program free of class and ethnic bias, ageism, misogyny, and lesbian or heterosexual bias.
- Be currently enrolled in a graduate program at PSU and to plan on being a student throughout the academic year.
- Have some familiarity with the community of women at PSU or be willing to further that familiarity.
- Self-motivated and responsible in following through on commitments
- Have a basic understanding of office organization and clerical skills.
- Two years relative experience.
- Training or experience in working with Interpersonal Violence or willing to go through training at local domestic violence agency.
- Able to work in teams and to encourage collaboration.
- Able to facilitate workshops and support groups.

Job Title: Domestic Violence/Sexual Assault Advocacy Graduate Intern

Description:

- Work 16 hours a week, 12 months out the year.
- Facilitate psycho-social/educational groups for women dealing with sexual assault and/or domestic violence.
- One-to-one support for survivors of interpersonal violence.
- Compile resources and educational materials and conduct workshops.
- Work on a university wide level to advocate for the needs of survivors of domestic and sexual violence.
- Work with on and off campus offices to provide first time response to domestic violence and sexual assault on campus.
- Advertise and market the Interpersonal Violence Program.

Qualifications:

- Have a feminist understanding of women's issues such that she is committed to developing and maintaining a program free of class and ethnic bias, ageism, misogyny, and lesbian or heterosexual bias.
- Be currently enrolled in a graduate program at PSU and to plan on being a student throughout the academic year.
- Have some familiarity with the community of women at PSU or be willing to further that familiarity.
- Self-motivated and responsible in following through on commitments
- Have a basic understanding of office organization and clerical skills.
- Two years relative experience.
- Training or experience in working with Interpersonal Violence or willing to go through training at local domestic violence agency.
- Able to work in teams and to encourage collaboration.
- Able to facilitate workshops and support groups.

Job Title: Women's Resource Center Student Coordinator

Description:

- Work 10 hours a week, 12 months a year
- Planning WRC events on and off campus
- Working with other student and community groups in co-sponsoring events.
- Advertising, including boards, flyers, newspapers, websites and other media.
- Editing and publishing the newsletter.
- Maintaining website.
- Maintaining listserv and posting weekly updates.
- Outreach and promotion of the WRC.

Qualifications:

- Current PSU student.
- Have a feminist understanding of women's issues such that she is committed to developing and maintaining a program free of class and ethnic bias, ageism, misogyny, and lesbian or heterosexual bias.
- Have some familiarity with the community of women at PSU or be willing to further that familiarity.
- Self-motivated and responsible in following through on commitments
- Have a basic understanding of office organization and clerical skills.