Program Coordinator Position Announcement

Reports to: The Dean and Vice President of Academic Affairs
Supervised by: WSR Steering Committee Chair

Job Description: Part-time staff position for Women’s Studies in Religion Program, providing clerical and project oversight.

- Plan and execute events approved by the WSR Steering Committee.
- Create publicity materials for WSR program and events and track event attendance.
- Manage email correspondence related to the WSR program.
- Staff WSR Steering Committee meetings, including communicating with members and taking minutes.
- Maintain the WSR budget.
- Serve as contact person and provide support for WSR course. Advertise WSR-related courses to certificate students each semester.
- Field students’ questions concerning the WSR certificate program requirements and WSR resources, including promoting WSR at GTU events and orientations.
- Submit all certificate related issues to WSR Chair for action and file completed certificates with the Dean’s office.
- Assist in maintaining WSR section of the GTU web page.
- Maintain email list serves and other communication channels.
- Serve as liaison with the Gender Consortium at UC Berkeley.
- Create and present the WSR annual report to the Council of Deans.
- Offer other program support as requested by the WSR chair, Dean, or WSR certificate program students.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable differently abled persons to perform the essential functions.

- Experience in program planning and management
- Ability to understand and maintain a budget
- Communication skills, including knowledge of technologically based tools

Preferences:
- Ability to make two-year commitment.
- Work-study eligibility.

Hours per week: Approximately 8 hours
Period of employment: 10 months
Date job is to begin: Fall 2021
Hourly rate: $16.32
Preferred workdays: Flexible, also dependent on when events are scheduled through the academic year.

To apply:
Submit c.v. and letter of application, detailing interest and qualifications, including the names and contact information for two references to Dr. Ashley Bacchi, ashleylb@sksm.edu with the subject heading “WSR Program Coordinator Application” no later than September 15, 2021.