

STUDENT LABOR POSITION DESCRIPTION

Women's Studies

Most Recently Updated 03/08/99

Position Title: Student Teaching Assistant II
Must work 10 hrs/wk.

I. Grade Level: 4

II. Description:

A. The following are the essential duties for a Teaching Assistant II in the Women's Studies Program:

1. Attend classes.
2. Do all assigned class readings.
3. Take roll.
4. Lead class discussions when asked to in instructor's absence.
5. Do the first read-through (prior to professor read-through) on students' homework and make written comments for professor.
6. Do research in library.
7. See that the workplace and environs are clean.
8. Performs other job-related duties as assigned.

B. Description: The following are *possible additional* duties for this position:
None beyond those described as essential above.

III. Learning Opportunities:

- A. Improved research skills.
- B. How to lead class discussions.
- C. The processes of confidentiality.
- D. Taking a leadership role among peers.
- E. How to follow through on complex tasks.

IV. Basic Qualifications:

- A. General: Enthusiasm for subject matter; working well with others, tact.
- B. Skill: Basic library research skills; basic knowledge of women's studies issues.
- C. Physical: None.
- D. Academic: Second year student at least.

V. Desirable Qualifications:

- A. Third-year or fourth-year student preferred.
- B. Women's Studies minor, if not major, preferred.

VI. Narrative Summary:

The student took roll for classes, led class discussions, performed initial reading of student homework and made written comments on homework, and did library research for professor.

STUDENT LABOR POSITION DESCRIPTION

Women's Studies

Most Recently Updated 03/08/99

Position Title: Student Women's Studies Administrative Assistant
Must work 10 hrs/wk.

I. Grade Level: 4

II. Description:

A. The following are the essential duties for an Administrative Assistant in the Women's Studies Program:

1. Word processing letters, memos, reports, announcements, and flyers; filing and photocopying.
2. For "Peanut Butter & Gender" events, helping shop for food and supplies for event; setting up the room for lunch, cleaning up and breaking down the room (replacing chairs and tables); advertising the event, including putting up flyers all around campus.
3. Keeping the Women's Studies library organized, entering books in library catalogue, making file cards for books as needed, preparing books for shelving and shelving books.
4. Helping students who come in looking for books from the Women's Studies library and/or to do research.
5. Informal but structured academic advising and promotion of the Women's Studies program through outreach. This includes advertising Women's Studies courses, talking with students who might be interested in minoring or majoring in Women's Studies and recruiting them to the program, and informing potential minors and majors of requirements.
6. Doing a variety of types of publicity for other Women's Studies events.
7. See that the workplace and environs are clean.
8. Perform other job-related duties as assigned.

B. The following are *possible additional* duties for this position:
none beyond those listed as essential above.

III. Learning Opportunities:

- A. Following through on complex tasks.
- B. Helping other students with research.
- C. Basic library organizational skills.
- D. Public relations, promotions and outreach.
- E. Improved word processing skills.
- F. Improved oral and written communications adapted to a variety of audiences.

IV. Basic Qualifications:

- A. General: Team-player; enjoyment of dealing with a variety of kinds of people; ability to meet people on their own terms in a mannerly way; respect and enthusiasm for diversity; self-starter, ability to take initiative, zest for women's studies

- B.** Skill: Basic word processing, basic communication skills.
- C.** Physical: Must be able to do some lifting of up to 30-40 pounds on occasion; office not wheelchair accessible.
- D.** Academic: Must be at least a second-year student.

V. Desirable Qualifications:

- A.** 3.0 GPA or higher preferred
- B.** Women's Studies minor, if not major, preferred.

VI. Narrative Summary:

Student did general office word processing, filing and photocopying as well as maintained departmental library. Student performed a variety of types of publicity and public relations for weekly and monthly events, as well as promoted departmental programs, recruiting and advising students informally. Student provided research advice for other students.

