

Undergraduate Assistant-Institute for Women's Studies

This position will provide administrative support to Institute for Women's Studies staff and faculty.

The Institute for Women's Studies (IWS) provides a feminist interdisciplinary perspective on women and gender. Administratively a program in the Franklin College of Arts and Sciences, Women's Studies cooperates with departments of all schools and colleges of the University in developing its curriculum and programming. Through course work and outreach, the Institute for Women's Studies offers students an opportunity to explore women's lives in global and multicultural contexts.

Type: Federal Work-Study Position

Employer: University of Georgia

Employing Department: Institute for Women's Studies

Employing Department Address: 18 Gilbert Hall, 210 Herty Drive, Athens, GA 30602

Location of Job Duties: Institute for Women's Studies (Ground floor of Gilbert Hall)

Supervisor: The Office Assistant will be supervised by the Women's Studies Administrative Assistant and FWS Liaison, Carla York, and the Director of Women's Studies, and FWS Supervisor Dr. Patricia Richards.

Rate of Pay: \$13 an hour

Rate of Pay Determination: Rate of pay is determined based on job complexity and general requirements. Office Assistant may be eligible for a higher rate of pay if they have been with the Institute for Women's Studies for at least one year.

General Qualifications: This position requires you to be familiar with certain computer programs to perform special projects as assigned. The computer programs you should be familiar with are Excel, Word, Adobe Acrobat, Outlook and the internet. In addition to computer programs, you'll be expected to be able to operate various office equipment such as a copier, scanner, and multi-line telephone. You will also be trained to operate the equipment in our classroom in case you are required to assist an instructor.

IWS prefers applicants with background or interest in women's studies and feminism. WMST major or minor preferred, but not required.

Duties and Responsibilities Associated with Position:

- Answer incoming calls.
- Prepare correspondence.
- Typing and manuscript preparation.
- Keep reception area organized, neat and functioning.
- Keep supplies stocked.
- Weekly mailing of flyers about Women's Studies events.
- Copy/scan materials at request of staff and faculty.
- Maintain bulletin boards.

- Distribute incoming and outgoing mail.
- Maintain WMST library.
- Knowledgeable of computer programs/applications.
- Efficient with office equipment.
- Work on special projects as requested by staff.
- Classroom support as needed by faculty.

Length of Employment: Requires at least a 2-semester commitment (Fall 2023 & Spring 2024)

Evaluation Procedures: Office Assistant will be evaluated throughout the year via regular check-ins with the Women's Studies Administrative Assistant and FWS Liaison, Carla York and/or Director of Women's Studies and FWS Supervisor, Dr. Patricia Richards.

Purpose of Position: Provide IWS staff and faculty with administrative support as well as support for the many programs during the year including Women's History Month, Friday Speaker Series, and Coley Lecture.