

## Job Description

### Student Aide Front Desk Assistant

Women and Gender Advocacy Center provides programs and resources focusing on all genders, social justice, and interpersonal violence prevention. Additionally, WGAC provides advocacy and support for victims of sexual violence, stalking, sexual harassment and relationship violence. Our purpose is to provide a safe and affirming space for the students we serve at Colorado State University, while supporting systemic change to end all forms of oppression within our community.

Student Aides support the function of the central office of the WGAC. They serve as front line representation as well as aide professional staff with various programmatic needs. Expectations of Student Aides include, but are not limited to the following:

#### Administrative

1. Serving as first point of contact for visitors to the office
2. Answering the main phone line and the Victim Assistance Team Hotline line.
3. Executing and supporting general office operations, such as the Resource Library and Victim Assistance Team
4. Participate in constructive, relevant, evaluative feedback with all levels of staff

#### Communication and Outreach

1. Contributing to WGAC social media outlets on the daily basis.
2. Assisting major areas of programming and outreach, such as the Feminist Thought & Activism Conference and Sexual Assault Awareness Month
3. Representing WGAC at campus and community events (i.e. resource fairs, panels, etc.).

#### Diversity, Social Justice & Inclusion

1. Understanding and examining interpersonal violence and rape supportive culture in a US context.
2. Understanding and examining concepts of power, privilege, and intersectionality relating to multiple identities.
3. Helping students connect with resources on campus including Student Diversity Programs and Services offices.
4. Participating in CSU, SDPS, and WGAC trainings to continue learning around diversity, social justice & inclusion.

#### Conditions of Employment

1. Be enrolled at CSU and making progress toward their degree during their period of employment.
2. Meet GPA requirement is a term GPA of 2.25 and a cumulative GPA of 2.50; staffs are expected to meet this requirement and maintain it during their period of employment.
3. Acquire and maintain work-study financial aid package. Mid-year hires must already have work-study.
4. Offer approx. 10-15 hours/week for regular desk shifts, weekly staff meetings, and other occasions.
5. Attend mandatory fall training, spring training, and weekly staff meetings.
6. Able to work some nights and weekends.
7. Able to work autonomously, take initiative, and provide leadership while also working as part of a team.
8. Strong administrative skills and attention to details.
9. Wage- Commensurate with minimum wage.

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Preferred Strengths

- Adherence to Conditions of Employment
- Available for employment for full academic year (fall and spring semesters).
- Prior knowledge of and/or experience working in WGAC or another SDPS Center
- Experience executing administrative processes and providing excellent customer service
- Computer skills including Microsoft programs and Google Drive
- Work autonomously and on a team
- Experience working with diverse populations
- Formal and/or informal education on gender related issues
- Previous leadership experience, working with teams/groups, facilitating meetings
- Experience and competency in Adobe Design Suite and digital writing (Wordpress, blogs, social media, etc.)