Women's and Gender Studies
Graduate Assistant for Programs and Curriculum
Job Description

The twenty-hour-per-week position of Graduate Assistant for Programs and Curriculum (GA PC) is appointed for one-year and the position is renewable for an additional year depending on satisfactory performance and funding (for a maximum total period of two years). This assistantship includes the LSU Graduate School tuition waiver. About sixteen hours will be in the WGS office during standard office hours, with the other four hours dedicated to events and “at-home” social media and website managing. The stipend is $14,000 for August through May. The GAPC may also request to teach a summer course and this opportunity if available would provide additional annual compensation.

This position requires an individual who can work with others as well as independently. Initiative, flexibility, computer and Internet literacy, highly developed organizational skills and a commitment to WGS's mission are essential. The ideal candidate will work well with faculty, undergraduates, graduate students and off-campus groups and will have excellent communication skills. Applicants from all departments and programs are invited to apply. However, strong preference will be given to WGS Graduate Minors. An additional consideration will also be given to incoming graduate students who are unable to be funded by their main department.

Please email a letter of application detailing your administrative qualifications and relationship to WGS with a C.V. to Lois Edmonds (wgs@lsu.edu) by March 15 for full consideration. Letters of support from faculty are encouraged, but not mandatory.

The range and distribution of work include:

50% Publicity and Programs

The GAPC is responsible for all of the WGS department’s publicity and online presence. The GAPC also designs, updates and/or distributes print and digital materials related to the WGS program and events, including but not limited to:

- Informational materials for the undergraduate concentration, minor and Graduate Minor
- A course listings flyer each semester
- Publicity (creating posters, flyers, press releases and listserv announcements) for all WGS events and courses
- The website, Facebook, Twitter and list-serv
- Semester newsletter
- Outreach and recruitment at university events and WGS courses

25% Liaison and Curriculum Work

- Serving as the Undergraduate Program Coordinator on the WGS Coordinating Council. The Coordinating Council is responsible for various aspects of the WGS program,
including professional development for faculty, the annual WGS awards ceremony and undergraduate as well as graduate advising. As Undergraduate Program Coordinator, the GAPC assists in the recruitment and retention of undergraduate concentrators and minors.

- Serving as liaison to Graduate Minors, undergraduates, related student organizations and other university departments and programs to share event information and planning. GAPC communicates the concerns of these groups to the Director, the Coordinating Council and the faculty.
- Coordinating communication between the Director, faculty, graduate minors and undergraduates.

25% Administrative Assistance

The GAPC works with the Director and the Administrative Coordinator in tasks such as:

- Planning and attending the Faculty and Coordinating Council Meetings
- Creating, distributing and processing evaluations for WGS teaching faculty every semester
- Assessing and developing the strengths of student workers through specific projects
- Completing grant applications, university reports and assessments
- General administrative office tasks as required