Thank you for your interest in applying for a position with the Women’s and LGBTQA Resource Center! The Women’s and LGBTQA Resource Center serves as a physical home to both the Women’s Center and LGBTQA Advocacy & Education, providing a resource space for students to explore the complexities of identity through social and educational community programming. For the upcoming year, there are program coordinator positions for each office (the Women’s Center and LGBTQA Advocacy & Education) as well as office assistants for the Resource Center, who will provide support to both offices and manage the physical space during office hours.

Detailed descriptions of all three positions can be found on the following pages, and you are encouraged to carefully consider which position best matches your interest, commitment, and availability. As we seek to maintain the Resource Center as a strong campus presence and community center, we aim to hire students who are invested in making our campus a safer place for all community members.

**Women’s Center Mission Statement**

The Women’s Center's mission is to enhance the academic achievement, career aspiration, and personal development of all who identify as women at Gettysburg College. We are committed to creating a safe, equitable, and inclusive learning environment in which all people can be successful regardless of age, race, color, religion, ethnic or national origin, gender, sexual orientation, gender identity, gender expression, or disability.

**LGBTQA Advocacy and Education Mission Statement**

The Office of Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, and Asexual (LGBTQA) Advocacy & Education at Gettysburg College is committed to the creation of an inclusive community where all students are empowered to succeed, regardless of sexuality, gender identity, or gender expression. LGBTQA Advocacy & Education seeks to improve campus climate through educational and social programming, as well as one-on-one advising and institutional advocacy. We aim to promote growth and progress in our campus community through ongoing dialogue around identity, understanding that all stand to gain from a community defined by increased understanding and strong communication, where difference and diversity are celebrated.

For more information about both offices, visit our websites: [www.gettysburg.edu/women](http://www.gettysburg.edu/women) and [www.gettysburg.edu/LGBTQA](http://www.gettysburg.edu/LGBTQA). We look forward to receiving your application, and if you have any questions, please feel free to reach out to us via applicants@gettysburg.edu.

Jennifer McCary
Interim Director, Women’s Center

Gretchen Carlson Natter
Interim Director, LGBTQA Advocacy and Education
Position Descriptions

Women's Center Program Coordinator

- Plan, coordinate, and attend all major Women’s Center events, including:
  - Lectures (approx. 3-4 per semester)
  - The Vagina Monologues (mid-February)
  - One Billion Rising (mid-February)
  - Take Back the Night (April)
  - Other programs as assigned
- Lead and facilitate any relevant workshops/discussion groups.
- Coordinate varied complex arrangements for events (e.g. schedule spaces for programs in GoGETTemarket, use CMS, 25Live, arrange for speakers, hotel reservations, transportation, and so forth).
  - Training will be required for GoGETTemarket, CMS, and 25Live.
- Assist with day-to-day operations in the Women and LGBTQA Center, including, but not limited to:
  - Opening, staffing, and closing the Center
  - Maintaining the facility and its properties
  - Providing resources and answering/referring students with questions
  - Keeping track of how many people use the space during shift
  - Encouraging people to sign-in during programs and events that are held in the Center, and organizing audience or participant survey completion and collection at the conclusion of each program
  - Recruit and coordinate volunteers to assist with or plan for events and programs when necessary
  - Identify and delegate appropriate tasks to office assistants and volunteers
- Participate in the following “All Hands on Deck” events:
  - Training & Orientation Retreat (mandatory)
  - Biweekly Full Staff Meetings, and weekly one-on-one meetings with the Women’s Center Director (mandatory – sometimes held with LGBTQA PC’s to collaborate)
  - Tables at Student Activities Fair/Get Acquainted Day Activities Fair/CUB Tables (mandatory)
  - End of Semester/Year Celebrations (not mandatory, but highly encouraged …yes, they are fun!)
- Update social media accounts (Facebook, Twitter) and website as needed
- Post upcoming events/announcements to the campus Digests
- Hang and remove Women’s Center posters around campus
- Attend monthly WGSPAC meetings and provide updates about programs and events

Women’s Center Program Coordinators report to the Director of the Women’s Center, and are paid at an hourly rate of $7.75. PCs work 7.5 hours per week.
LGBTQA Advocacy and Education Program Coordinator

- Attend and assist in the planning, coordination, and assessment of all major LGBTQA Advocacy & Education events, including, but not limited to:
  - Independent Programs/Initiatives (approx. 2-3 per semester, vary depending on climate/interest)
    - Queer Peer Mentorship Program
    - Alumni Network Building/Communications
    - Safer Zone Training Program
  - Pride Week (October and April)
  - LGBTQA Rights in the U.S. Immersion Trip (w/CPS)
  - Educational Trainings for students, staff, and faculty (Safer Zone, LGBTQA 101, Student Speaker Panels, etc.)
  - Student Organization Programming
- Create/facilitate an independent program at least once a semester (discussion, training, speaker, etc.)
  - Coordinate varied complex arrangements for events (e.g. schedule spaces for programs in GoGETTemarket, use CMS, 25Live, arrange for speakers, hotel reservations, transportation, and so forth).
  - Training will be required for GoGETTemarket, CMS, and 25Live.
- Assist with day-to-day operations in the Women’s and LGBTQA Resource Center, including, but not limited to:
  - Opening, staffing, and closing the Center
  - Maintaining the facility and its properties
  - Providing resources and answering/referring students with questions
  - Keeping track of how many people use the space during shift
  - Encouraging people to sign-in during programs and events that are held in the Center, and organizing audience or participant survey completion and collection at the conclusion of each program
  - Recruit and coordinate volunteers to assist with or plan for events and programs when necessary
  - Identify and delegate appropriate tasks to office assistants and volunteers
- Participate in the following “All Hands on Deck” events:
  - Training & Orientation Retreat (mandatory)
  - Biweekly Full Staff Meetings, and weekly one-on-one meetings with the LGBTQA Advocacy and Education Director (mandatory – sometimes held with Women’s Center PC’s to collaborate)
  - Tables at Student Activities Fair/ Get Acquainted Day Activities Fair/ CUB Tables (mandatory)
  - End of Semester/Year Celebrations (not mandatory, but highly encouraged ...yes, they are fun!)
- Update social media accounts (Facebook, Twitter) and website as needed
- Post upcoming events/announcements to the campus Digests
- Serve as liaison to at least one non-LGBTQA campus or community organization (student or otherwise), and attend meetings at least once per month

LGBTQA Advocacy and Education Program Coordinators report to the Director of the LGBTQA Advocacy and Education, and are paid at an hourly rate of $7.75. PCs work 7.5 hours per week.
Women’s and LGBGTQA Resource Center Office Assistant

- Report to both the Director of the Women’s Center and the Director of LGBGTQA Advocacy and Education
- Assist with day-to-day operations in the Women and LGBGTQA Center, including, but not limited to:
  - Opening, staffing, and closing the Center
  - Maintaining the facility and its properties
  - Providing resources and answering/referring students with questions
  - Keeping track of how many people use the space during shift
  - Encouraging people to sign-in during programs and events
- Work on projects as assigned
- Report to both the Directors
- Participate in the following “All Hands on Deck” events:
  - Women’s Center Training & Orientation Retreat (mandatory)
  - Bi-weekly staff meetings and one-on-ones (mandatory)
  - CUB Tables (mandatory)
  - Student Activities Fair/Get Acquainted Day Activities Fair (optional)
  - End of Semester/Year Celebrations (not mandatory, but highly encouraged ...yes, they are fun!)
- Post upcoming events/announcements to the campus Digests (coordinate with the PCs)
- Hang and remove posters around campus as directed
- Attend at least (but not limited to) 3 Women’s Center and/or LGBGTQA Advocacy and Education programs or sponsored events each semester

Office Assistant roles may include:

- **Social Media and Technology**
  - Keep the WC and LGBGTQA Advocacy and Education web pages and social media platforms current and engaging
  - Oversee shared folder and its organization
  - Updates Outlook Calendar(s)
  - Submits IT Helpdesk requests for any technological problems in the Center

- **Public Relations**
  - Writes for the Gettysburgian’s weekly Women’s Center column
  - Writes press releases, news stories, and articles on all WC events/initiatives/current issues; submits event advertisements to be published in the paper.
  - Takes pictures and videos of programming and events.

- **Assessment**
  - Create and collect data on satisfaction of specific programs, through surveys, rubrics, one-on-one and group discussions. Based on feedback, analyze and share feedback with Director and PCs.

- **Hiring and Campus Engagement**
  - Recruits volunteers, and brainstorms outreach strategies to get more students involved with the Center’s programs.
  - Assist with planning, organizing, and coordinating throughout the application and interview process (typically in February or March)
  - Creates content for advertising available positions to the campus community

Office Assistants are paid at an hourly rate of $7.25 for 5 hours per week.
Qualifications and Selection Criteria

Qualifications

Employees of the Women’s and LGBTQA Resource Center must be self-starters, work well with others and possess qualifications and abilities necessary to:

- Work both independently and as a team with other staff members
- Communicate effectively and professionally with the staff and campus community
- Attend most of the programs and events sponsored by the Women’s Center and LGBTQA Advocacy and Education. Program Coordinators lead most programs carefully following the Center’s event protocols
- Coordinate varied complex arrangements for events (e.g. schedule spaces for programs in 25Live, order supplies and catering in GoGETTEmarket, use CMS to update the website, arrange for speakers, make hotel reservations, arrange transportation, and so forth). Training will be required prior to using GoGETTEmarket, CMS, and 25Live
- Learn and utilize campus resources (e.g. College Life Office, Scheduling Coordinator, DPS, IRC, etc.)
- Learn and utilize local resources relative to The Women's Center (e.g. Survivors Inc., Family Health Planning Center, nearby colleges, etc.)
- Establish oneself as an employee of the Women’s and LGBTQA Resource Center (or if you are a PC, more specifically identify which office you work for), and clearly articulate what the Center is and the resources we provide
- Establish rapport with key faculty, administrators, student leaders
- Involve others in the work of the Center (e.g. recruit and manage volunteers, notify administrators of upcoming events, reach out to faculty, etc.)
- Inform the campus of issues relative to missions
- Perform various administrative tasks

Selection Criteria

Applicants should demonstrate the following:

- A valuing of all people
- An understanding of women's and LGBTQ issues and a clear commitment to the mission of both offices
- An understanding of one's self/maturity/identity
- Respectful treatment of all people and their opinions/choices
- An ability to create and deliver effective programming in response to campus needs, especially the needs of the women and LGBTQA-identified students
- Strong time-management and leadership skills
- Excellent written and verbal communication skills
- An ability to function as part of a team
- Be a self-starter
- Good academic and conduct standing (not above 5 points, no probationary status). Applicants should have a minimum GPA of 2.7.
**Hiring Timeline and Important Dates**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications Released</td>
<td>Tuesday, February 16</td>
</tr>
<tr>
<td>Applications Due</td>
<td>Thursday, March 17 by 12 noon.</td>
</tr>
<tr>
<td>Interviews</td>
<td>March 21-March 25</td>
</tr>
<tr>
<td>Letters sent out</td>
<td>March 29/30</td>
</tr>
<tr>
<td>Deadline to accept job offer</td>
<td>April 4</td>
</tr>
<tr>
<td>Staff Training</td>
<td>August 29-September 2</td>
</tr>
</tbody>
</table>

*Any changes to the timeline will be communicated to each applicant.

**Application Materials**

To be considered for a position, you must submit all of the following materials (please type):

1. **Completed application form** (typed)
2. **Professional résumé**
3. **Cover letter**, explaining interest in the position, relevant professional or volunteer experiences, relevant coursework or trainings, qualifications and skills, etc.
   - Send all three application materials in one PDF (save as first and last name) to applicants@gettysburg.edu by Thursday, March 17 at noon.
   - Optional, but highly suggested: Schedule an appointment with the Office of Career Development for assistance with writing a résumé and cover letter.
Application

Name ___________________________________________   Campus Box #___________
Phone ___________________________   Gettysburg Email Address ______________________
Year _______________   Cumulative GPA __________
Major(s) _______________________________   Minor(s) _______________________

Position(s) you are applying for: (please choose all that apply)
__ Women’s Center Program Coordinator (2)
__ LGBTQA Advocacy and Education Program Coordinator (2)
__ Office Assistant (Women’s and LGBTQA Resource Center, ?)

References

Please list two names of an advisor, faculty member, administrator, or college employee and their respective departments as your references.

Name ___________________________
Department _________________________
Title ______________________________
Email ______________________________
Campus extension__________________

Name ___________________________
Department _________________________
Title ______________________________
Email ______________________________
Campus extension__________________
Questions

1. Why do you want to work for the Women’s Center and/or LGBTQIA Advocacy and Education?

2. What Women's Center or LGBTQIA Advocacy and Education programs have you attended and what was your response? What programming would you like to bring to our campus community?

3. What extra-curricular activities are you involved in on campus?

4. With what aspects of the Program Coordinator/Office Assistant job description are you most interested in? (E.g. programming, outreach, education, facility/administrative responsibility, etc.)

5. Have you completed any campus or community trainings or participated in any programs related to the following topics?* (Check all that apply)
   - Bystander Intervention
   - Campus Security Authority training
   - Residence Life training
   - LGBTQIA 101
   - LGBTQQA Student Speaker Panel
   - Gettysburg Proud Safe(r) Zone Training (formerly Safe Zone Training)
   - Survivors, Inc. Volunteer Training
   - CMS training
   - 25Live (formerly “R25”)
   - Other: ______________________

*If you have completed a similar program at a location other than Gettysburg College, please indicate the program/training, location/affiliation, and include a brief description about it.
## Potential Interview Times

*Please indicate all times during which you are available for an interview. We will confirm your time with your interview invitation.*

**Monday, March 21**
- 9:00 - 9:20 am
- 9:20 - 9:40 am
- 9:40 – 10:00 am
- 11:00 - 11:20 am
- 11:20 – 11:40 am
- 11:40 – 12 noon
- 1:20 – 1:40 pm
- 2:00 - 2:20 pm
- 2:20 – 2:40 pm
- 3:00 – 3:20 pm
- 3:20 – 4:00 pm
- 4:00 - 4:20 pm
- 4:20 – 4:40 pm
- 4:40 – 5:00 pm

**Tuesday, March 22**
- 9:00 - 9:20 am
- 9:20 - 9:40 am
- 9:40 – 10:00 am
- 10:00 - 10:20 am
- 10:20 - 10:40 am
- 10:40 - 11:00 am
- 11:00 - 11:20 am
- 11:20 – 11:40 am
- 11:40 – 12 noon

**Wednesday, March 23**
- 9:00 - 9:20 am
- 9:20 - 9:40 am
- 9:40 – 10:00 am
- 10:00 - 10:20 am
- 10:20 - 10:40 am
- 11:00 - 11:20 am
- 11:20 – 11:40 am
- 11:40 – 12 noon
- 1:20 – 1:40 pm
- 1:40 – 2:00 pm

**Thursday, March 24**
- 9:00 - 9:20 am
- 9:20 - 9:40 am
- 9:40 – 10:00 am
- 10:00 - 10:20 am
- 10:20 - 10:40 am
- 11:00 - 11:20 am
- 11:20 – 11:40 am
- 11:40 – 12 noon
- 12 noon – 12:20 pm
- 12:20 – 12:40 pm
- 12:40 – 1:00 pm

**Friday, March 25**
- 11:00 - 11:20 am
- 11:20 – 11:40 am
- 11:40 – 12 noon
- 12 noon – 12:20 pm
- 12:20 – 12:40 pm
- 12:40 – 1:00 pm