PROJECT: Graduate Women’s Project (GWP)
JOB TITLE: Project Director
STIPEND: $1,100/month, pending Delegates’ approval
TIMELINE: August 1, 2015 - May 31, 2016 (10 months)

Overview of Position
The Graduate Women's Project (GWP) is the only program at UC Berkeley devoted solely to addressing the concerns of graduate women. GWP was first established in 1981 in response to an overwhelming demand for campus resources that would address graduate women's personal, social, and academic needs. Since 1985, GWP has operated as its own independent project, organizing a range of activities and programs and advocating for graduate women’s concerns.

The GWP Director is a base for graduate women’s organization and an advocate for graduate women on the Berkeley campus. The GWP Director serves to connect graduate women to the support systems available on campus. While the project primarily works on women’s issues and interests, it also seeks to address the intersecting concerns for women including: racial and ethnic justice, class inequality, Disability and access issues, as well as queer, trans, gender non-conforming expression, etc. Some of its activities include information and referral services, workshops, receptions and mixers, distinguished woman lectures series, and seminars. The aforementioned tasks serve to extend the reach and visibility of the Graduate Assembly.

Primary responsibilities
- Organize outreach events targeting underrepresented female graduate students
- Meet and collaborate with campus programs and departments who are engaged in relevant projects
- Work closely with the Women of Color Initiative to organize the annual Empowering Women of Color Conference
- Advocate for graduate women. Advocacy work may include but is not limited to: monitoring relevant campus policies, meeting with university administrators, and serving as a student representative on campus committees
- Design, compile, and update a GWP Resource Guide, as needed

Additional Expectations
- Attend all GA delegate meetings (first Thursday of every month from 5-9pm)
- Attend monthly meetings with the GA Campus Affairs Vice President
- Hold office hours at Anthony Hall (1 hour per week)
- Maintain project calendar, contact information, fliers, website, email lists, and social media accounts
- Submit monthly updates for use in internal and external communications
- Assist other project directors and GA sponsored functions
- Respond to emails within 48 hours
- Read, understand, and abide by GA governing documents; to include the Charter, Bylaws, and Operating
Procedures

● Participate in GA staff meetings and retreats
● Provide oral and written reports to the GA Delegates and GA Executive Board, as directed
  – At minimum: once a semester to the Delegates and an end-of-year report to the Executive Board

Qualifications

● Current UC Berkeley graduate student
● Competent understanding and demonstrated commitment to women student issues
● Experience organizing and implementing programming targeting women
● Familiarity with women student groups, resources, and allies on campus
● Commitment to equity and inclusion at all levels of campus governance
● Effective cross-cultural communication skills
● Organized, punctual, good interpersonal and written communication (including ability to use diplomacy/discretion)
● Self-starter, strong level of independence, creative
● Respectful of diverse opinions and underrepresented student experiences

About the Graduate Assembly

The mission of the Graduate Assembly is to improve the lives of University of California, Berkeley graduate students and to foster a vibrant, inclusive graduate student community.

The Graduate Assembly is the official representative body of the graduate and professional students at the University of California, Berkeley. The fundamental principles of the Graduate Assembly are the promotion of a vibrant student social life, inclusiveness, progressive activism, community service, educational improvement, and professional development. In service to these principles the Graduate Assembly advocates for students, funds student groups on campus, and directly manages a variety of projects.