Position Summary:
• Provide event, curriculum, and communications support for the Feminist, Gender, & Sexuality Studies Program. This is a one semester position for Spring 2016 with the potential for additional semesters in the next academic year. The workload averages 5 hours/week and the compensation is $1200 for the semester; there could be more hours in weeks with multiple events and less in weeks with no events scheduled. Must be a registered, full-time graduate student at Cornell and available to work events in the late afternoon and evening. Position does not include health insurance or a tuition waiver.

Responsibilities include:
• Logistical support (planning, set up and take down) for all events in consult with the FGSS Program Manager:
  o set up and take down AV equipment, chairs, and catering at all events including those focused on student outreach
  o provide support for guest speakers while they are on campus (escorting them to venues or class visits, etc…)
  o keep campus and local media aware of upcoming events
  o distribute posters to both campus and off-campus bulletin boards as well as faculty mailboxes 2 weeks in advance of every event.
• Communications support:
  o Generate/source 2-3 pieces of content per week for the FGSS electronic news digest. Content should include 1 item of interest from the Human Sexuality Collection or other Cornell resource, as well as 1 or 2 links to relevant news articles from academic journals or credible media sources. Preference should be given to content written by Cornell faculty.
  o Seek out FGSS-related CFP’s and send links with info to program manager for inclusion in the electronic news digest.
• Curriculum planning and research
  o review course offerings with program manager and program assistant
  o research course roster for potential cross listings from other depts. and programs
  o make class visits to promote FGSS to undergraduate and graduate students

Please complete the application attached and return it to Monica Burke (mtb237@cornell.edu) by Monday, January 25.

Name ______________________________ Employee number ____________ Net ID ______

Phone: ______________ Year of residence at Cornell in 2016-17 __________

Major Field ______________________________

Committee Members:

In 200 words or less, please convey your interest in the position and any relevant experience you have in the specific areas described in the position summary above. Feel free to use additional space as needed.