The Women's Center at Tufts is a space open to people of all genders and identities. Our mission is to work toward justice and equality for all people, and we approach this work with an intersectional feminist lens. Student staff are, in many ways, the core of the Center, acting as student leadership committed to caring for and continuing to build the Women's Center community.

We are currently seeking a part-time (10-15 hours/week) Graduate Assistant to assist with designing and facilitating programming/events, supervising undergraduate student workers, acting as a resource for people in the Center, and caring for the physical space. Currently enrolled graduate students in the Boston area of all genders and identities are welcome to apply.

Please send your resume or CV and a cover letter to the Interim Program Administrator, Jessica Mitzner, at Jessica.Mitzner@tufts.edu as soon as possible. The position will remain open until filled, but we are looking to close applications by Friday, July 19, 2019.

**Basic requirements:**
- Ability to work 10-15 hours/week and availability to work some nights
- Understanding of intersectional feminism
- Ability to foster a supportive, student-centered environment
- Ability to work well both individually and collaboratively, with members of staff and with other people/groups in the Tufts community
- Dependability, flexibility, and ability to maintain confidentiality
- Strong organizational skills and attention to detail
- Excellent written and oral communication skills

**Preferred qualifications:**
- Experience working with and supervising undergraduate students
- Experience with event planning
- Experience facilitating groups or teaching workshops in a classroom