CSWS is seeking applications for an administrative GTF to work .20 FTE for fall, winter, and spring, 2010-11. Please apply by June 1, 2010.

Duties
This person will work with the CSWS Director and members of the Provost’s Task Force on Gender Equity as needed on a variety of projects including:

- Compiling information and materials on gender equity best practices among peer institutions, as well as possible grant funding sources.
- Coordination with Institutional Research for information regarding the institutional self-assessment (e.g. data collection on gender equity issues).
- Assistance with planning of meetings and seminars, as well as preparation of materials for Task Force members.
- Assistance with NSF IT-Catalyst grant-writing effort.

Eligibility
University of Oregon graduate students pursuing a master's or doctoral degree in any discipline are eligible to apply. Preference will be given to applicants with demonstrated ability in the areas relevant to the assignment:

- Event planning experience.
- Experience with Wordpress.
- Excellent writing, and communication skills.
- Previous grant-writing experience is a plus.

Application Procedure & Deadline
Submit a cover letter explaining your interest and skills with relation to this position, a résumé, and the names of two references to Carol Stabile, CSWS Director, by e-mail (cstabile@uoregon.edu).

The position will remain open until filled, but applications will be reviewed beginning June 3, 2010.

Contact
Questions about the position may be addressed to Carol Stabile, CSWS Director (cstabile@uoregon.edu; 541-346-5524).

Minorities and Women are encouraged to apply.

The University of Oregon is an Equal Opportunity, Affirmative Action institution committed to cultural diversity and compliance with the Americans with Disabilities Act