

Feminist Studies Peer Advisor

Peer Advisor should be familiar with Feminist & Queer topics and discourses.

Advising Duties:

- Provide students with information on major/minor requirements and the process of declaring/signing up.
- Help schedule appointments for the advisor.
- Create files for students, add to listserv and database.
- Provide students with instructions on how to file petitions (major substitutions, EAP).
- Provide students with accurate information about courses offered and academic policies.
- Keep active log of students who come by office or tables who are interested in different programs. (Name, Email, Program, Listserv)
- Help maintain tentative course schedules, as well as faculty and TA office hours.

Events/Publicity/Community Affairs:

- Outreach representative: provides services to other organizations across campus and in the community when we are asked to send a representative to table events or give a brief discussion about the Feminist Studies major, minor, and LGBTQ Studies minor.
- Serve as liaison to our Student Affairs counterparts: Women's Center, RCSGD, EOP, Res Life, etc.
- Organize information on community and campus internships and jobs that would interest our group of students.
- Work together with Feminist Studies students to promote organization.
- Help organize, set up, and record department events. Attend events as needed.
- Update and Main Department website (News, Events, etc.)

Office Support:

- Take messages and refer questions to the appropriate person (Chair, Faculty, MSO, Advisor, or outside resources).
- Update postings and handouts on bulletin boards outside: take down any events that have already occurred, calls for papers that have passed. Post any fliers that we have received.
- Print more copies of department handouts when low or they have run out.
- Assist the advisor with any publicity for department activities.
- Assist the advisor with desk copy requests and textbook adoption for courses.
- Assist the advisor with filing and records management for undergraduates/graduates.
- Assist the advisor with tasks related to the annual graduate application and recruitment.
- Assist the advisor with end of the quarter evaluations for courses.
- Create and update quarterly forms and files.
- Check and update the Feminist Studies Library.

- Help keep the department website and social media accounts up to date.
- Keep the office, conference room, mailroom, and kitchen neat and tidy.
- Help create and maintain employment and financial records and filing.
- Check the mail room printer to make sure it has paper.
- Collect mail and packages delivered to the department and make sure they go to the right places/people.

Skills & Qualities:

- Confidentiality (FERPA), patience, professionalism, versatility, self-directed, confidence, ability to interact with the public via email/in person as the face of the department (often as the first point of contact)

Systems Used:

- Microsoft Office programs, Google Workspace programs, Adobe PDF, Box, Canva
- Campus and Department Systems: Gold, STAR, AAA, Kronos, UCSB Textbook Adoption, Procurement Gateway, Concur, Mailman Listserv, Drupal Web Platform, Facebook, Instagram, Course Catalog, Department Website