



Lesbian Gay Bisexual Transgender Resource Center
University of Utah
Graduate Assistantship
ELP Job Description

Job Summary

The primary role of the Graduate Assistant for the Lesbian Gay Bisexual Transgender Resource Center (LGBT RC) is to support the department's education and leadership development programs and initiatives. The Graduate Assistant will gain practical experience working with lesbian, gay, bisexual, trans, queer, questioning, intersex, asexual/aromantic (LGBTQIA+) students and collaborating with diverse student populations in intersectional ways. This position is supervised by the Coordinator of Education & Outreach and works directly with the Director, undergraduate student staff, and volunteers and interns.

Duties and Responsibilities

The Graduate Assistant reports directly to the Coordinator of Education & Outreach at the LGBT RC and works 20 hours per week, including occasional evening and weekend hours. This two-year appointment runs from August 15th, 2022- May 4th, 2024. Graduate Assistant will determine responsibilities with the Coordinator in the following areas:

Leadership & Education

- Co-facilitate the Emerging Student Leadership Program with the Coordinator. This includes assisting in curriculum development, lesson planning, program recruitment and selection of applicants, and facilitating weekly sessions. Includes out-of-town travel with students to a conference and/or other educational opportunities.
- Co-facilitate educational workshops on LGBTQIA+ topics for students. Assist Coordinator in delivering workshops of varying lengths and topics to diverse student audiences.
- Assist Coordinator in planning and facilitation of Queer Conversations programming, including curriculum development and collaboration with campus partners
- Assist in creating original content for educational social media campaigns.
- Chair subcommittee for Pride Week Student Organization Grant competition.
- Represent the LGBT RC on panels and in other collaborative educational programs
- Assist with creating marketing materials for education and leadership programs including creating marketing graphics, videos, email campaigns, presentations to classrooms and student organizations, registration processes, etc.
- Develop and maintain educational resources on the LGBT RC website
- Assist in assessment of programs include setting learning objectives, surveying participants, demonstrating program outcomes, etc.

Student Support & Outreach

- Hold office hours to provide 1:1 student support. Connect students to services our office provides and refer to other campus resources. Answer questions about the University of Utah. Delegate crisis situations to appropriate professional staff in a timely manner.
- Respond to Queer Peers anonymous email service inquiries.
- Assist in moderating the LGBT RC virtual lounge on Discord.
- Give outreach presentations to classrooms and campus partners about the LGBT RC's services, resources, and programs
- Welcome students into the center, role model community guidelines, and contribute to an environment of welcome, care, and accountability.
- Supervise office in absence of professional staff.
- Participate in weekly staff meetings and regular supervision meetings with the LGBT RC Coordinator.
- Other duties as assigned

Required Qualifications

- Full-time enrollment in the Educational Leadership & Policy master degree program at the University of Utah OR full-time enrollment in another master degree program at the University of Utah willing to provide tuition benefits.
- Enthusiasm for learning about LGBTQIA+ identities and lives and commitment to serving diverse populations of students.

Preferred Qualifications

- Coursework and/or interest in educational theories, gender and/or sexuality studies, ethnic or cultural studies
- Experience teaching or co-facilitating educational events.
- Experience successfully supporting and/or organizing within communities of color. This could include paid or unpaid work within community organizations, student organizations, activist or cultural work, university departments serving marginalized students, etc.
- Experience working with LGBTQIA+ college students or youth. This could include paid or unpaid work within community organizations, student organizations, activist or cultural work, university departments serving marginalized students, etc.
- Social media savvy and experience with social media campaigns, video editing, etc. is a plus.

Compensation

- Tuition waiver and stipend

To Apply

- Cover letter
- Resume