Graduate Assistant Position Description

25% for Fall 2015-Spring 2016

Position Title: Graduate Assistant- LGBTQ Resource Center

Description: Using the theoretical framework of Inclusive Excellence, the graduate assistant will work with the Center to address multicultural programs and services with a particular focus on Teaching and Learning, Campus Outreach, Student Support and Community Relations. In addition, the GA will assist with the coordination of all multicultural efforts on campus by working with the coordinators of the Black Resource Center, the Hispanic/Latino Resource Center, the Women’s Resource Center and the LGBTQ Resource Center. It is strongly preferred that the selected candidate has an in-depth understanding of LGBTQ achievement in higher education. The successful candidate will have good organizational, oral communication and written communication skills; can work independently and is computer literate.

- Maintain the LGBTQ Resource Center website
- Assist LGBTQ students, faculty, and staff in fostering a strong sense of self and community.
- Advise, coordinate and promote the Center for Inclusive Excellence and more specifically the LGBTQ Resource Center.
- Facilitate Safe Zone trainings for students, faculty and staff of Southern Illinois University Carbondale
- Maintain office hours at the LGBTQ Resource Center
- Assist the coordinator with administrative duties such as scheduling rooms, processing contracts, advising student organizations affiliated with the LGBTQ Resource Center.
- Assist with the Pride, LLC.
- Assist the LGBTQ/CIE team in planning, implementing and evaluating various programs and activities.
- Assist in gathering data and preparing reports related to our student groups.
- Help with other tasks as needed.

Qualifications: Must be admitted into graduate school in order to be considered for these positions. Successful candidate must demonstrate strong interpersonal, organizational, and intercultural communication skills along with the ability to work on multiple projects. Selected individual should have direct experience working in academic and social settings with LGBTQ students and understand sexual orientation, gender identity expression and be familiar with Safe Zone. Candidate must possess the ability to lead meetings, deliver presentations, conduct workshops, research, gather relevant data, perform evidence-based evaluations, and plan programming events.

To Apply: Submit a cover letter, names of 3 references and resume to nathan.stephens@siu.edu

Compensation: $744/month for Fall semester with possible renewal for Spring 2016 pending upon performance and fit. Also included is 100% tuition waiver for Illinois & out of State residents.