

THE LGBTQ STUDENT CENTER
GRADUATE ASSISTANT POSITION DESCRIPTION
University of Miami Division of Student Affairs – Student Life

Divisional and Departmental Overview

The Division of Student Affairs is comprised of 21 departments and areas that support the mission of engaging, supporting, and developing students and the University community by providing exemplary services, programs, and facilities as we foster a caring and inclusive environment. This is enforced by the vision of developing and challenging all students to become engaged citizens in a diverse and global society.

The mission of the UM LGBTQ Student Center is to foster inclusion and support of University of Miami students, faculty, staff, and alumni inclusive of all genders, orientations, and expressions, and focuses on education and outreach, programming, intergroup engagement, empowerment, and advocacy for increased visibility in the university community. As a center, we envision a safe university community for self-discovery, advocacy, and inclusivity where people of all genders, orientations, and expressions are valued, respected, and engaged.

Position Summary

The Graduate Assistant (GA) serves as an imperative staff member of the LGBTQ Student Center with direct reporting to the Director of the LGBTQ Student Center. While the position will vary based on the needs and the GA's professional development, the primary areas of responsibility include: Assisting with programs and workshops, student/staff development and training, and assisting with marketing and communications for the center's social media platforms.

Position Appointment Dates

August 2020 through May 2021. Summer appointments and return for a second year are contingent upon the successful completion of the August 2020- May 2021 contract.

Compensation

The GA receives a stipend totaling \$18,000 to be disbursed, in parts, throughout the term of the position appointment.

Primary Duties and Responsibilities

- **Time breakdown:**

- 25%- Marketing and Communication
- 20%- Advising and Staff/student Development
- 25% - LGBTQ Center Programming and Training
- 20%- Administrative Duties
- 15%- Other LGBTQA Duties as Assigned

Marketing and Communications

- Assist in the promotion and enhancement of the center's social media engagement via Facebook, Twitter, Instagram, and You Tube
- Assist with the maintenance of center's Facebook page, in particular the 'Events' section, and posting updates
- Oversee departmental emails and respond or forward to appropriate staff members

Advising and Student/Staff Development

- Work in collaboration with Assistant Director to train, develop, and schedule student staff office hours
- Assist and represent the office in programming with various student organizations
- Organize once a semester Meeting of the LGBTQ Student Minds.
- Assist with the development of the LGBTQIA+ Student Leadership team.
- Provide support, information, referral and advocacy to/for LGBTQA students and supports office-related multicultural research, events, programs and projects

LGBTQ-Centered Programming and Training

- Manage and plan the Student LGBTQ Minds semester meeting.
- Assist in the execution of all programming in the Fall and Spring Semester
- Execute cross-departmental programming with other Student Life departments, which may include sitting on committees
- Support the LGBTQ Student Centers development through committee work.
- Serve as one of the Co-Chairs for the Pride Parade committee
- Oversee the development, planning, implementation, and evaluation of these programs:
 - IBIS Intersections Series
 - World AIDS Day event
 - The national Day of Silence

Administrative Duties

- Support the Director and Assistant Director with general administrative tasks (e.g. writing annual reports, handling space issues and requests, ordering and purchasing necessary supplies, etc.)

- Support programs and events, such as Orientation and Commencement, in coordination with the Division of Student Affairs
- Develop monthly reports, updates and assist with the semesterly program reports
- Contribute and assist with the LGBTQ Newsletter

Other Duties

- Complete other duties as assigned by the Director or Assistant Director.

The GA also supports all departmental programs and efforts, with additional projects as assigned.

GA and the Director will establish in advance a work schedule that includes both set office hours and 'as needed' hours to total approximately 20 hours per week (or 80 hours per month) each semester. This will include some weekend and after business hours based on programmatic needs.

For interest contact: Dr. Gisela P. Vega, Director LGBTQ Student Center
gisela.vega@miami.edu

The successful candidate will possess the following preferred qualifications:

- Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds
- Considerable knowledge regarding the concerns and issues of lesbian, gay, bisexual, trans, queer, and questioning students, including knowledge and understanding of gender identity and gender expression
- Demonstrated ability to work effectively within a team, individuals, and groups with a variety of identities, cultures, and backgrounds
- Excellent oral and written communication skills
- Strong organizational and budget-management skills
- Strong interpersonal, management, and leadership skills
- A positive, adaptable, and collaborative approach to working with diverse students and colleagues
- Availability to work some weeknights and weekends, as required