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**THE LGBTQ STUDENT CENTER  
GRADUATE ASSISTANT POSITION DESCRIPTION**  
University of Miami Division of Student Affairs – Student Life  
(Revised: 3/14/24)

**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. The Center is the H.E.A.R.T. of our LGBTQ Community here at the U! We provide a **H**olistic approach to **E**ducating and creating **A**wareness around issues of gender, sexuality, and identity using **R**estorative practices that **T**ransform the lives of our students and the greater Miami community.

**Position Summary:** The Graduate Assistant (GA) serves as a staff member of the LGBTQ Student Center, reporting directly to the Director. The position's primary areas of responsibility include LGBTQ+ student-centered programming and supporting student development.

**Position Appointment Dates:** The Graduate Assistant will work 20 hours a week, including nights and weekends in the LGBTQ Student Center. The term of the position will be from August 2024 to May 2024. The stipend will be divided into 9 monthly payments. This position does not include a tuition waiver. Summer appointments and returning for a second year are contingent upon the successful completion of the August 2024 - May 2024 contract.

**Compensation:** The Graduate Assistant for the VRC is compensated by the University for 20 hours of work per week. The contract is for ten (10) months (August 2024 through May 2025), at a rate of \$20,000 for the academic year and is paid in monthly increments.

**Primary Duties and Responsibilities**

**LGBTQ-Centered Programming**

- Support the LGBTQ Student Center's development through committee work and cross-departmental programming with other Student Life departments, which may include sitting on committees.
- Be present at and assist with LGBTQ Student Center events as assigned.
- Serve on the UPride Committee.

**Administrative Duties**

- Participate in applicable staff training, LGBTQ meetings, professional development, and special projects

- Plan and facilitate pre-approved assessment surveys and/or educational programs/events for the LGBTQ+ student population, or as a capstone project for the end of the experience.
- Develop semesterly reports, and updates
- Establish a work schedule comprised of 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.

**Other Duties**

- Be visible, available, and accessible to LGBTQ students.
- Report directly to the Director of the LGBTQ student center and attend regularly scheduled supervisory meetings
- Perform other general duties as assigned by the Director as needed.

The successful candidate will possess the following preferred qualifications:

- Ability to operate professionally and autonomously.
- Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds.
- 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 interpersonal, management, organizational and leadership skills.
- A positive, adaptable, and collaborative approach to working with diverse students and colleagues.

**Submission:** Interested applicants must submit a resume and formal cover letter addressing their qualifications and interest in the position to [gisela.vega@miami.edu](mailto:gisela.vega@miami.edu) .

**Deadline to apply:** Open until filled but priority will be given to candidates who apply by May 2024. The review of applicant materials will begin on a rolling basis, with preliminary interviews to follow soon after the priority deadline.

**All inquiries should be made to:** Dr. Gisela P. Vega, Director LGBTQ Student Center  
[gisela.vega@miami.edu](mailto:gisela.vega@miami.edu)

*Activities and involvement outside the classroom are a significant part of each student's education. Through graduate assistantships, internships, and practicum experience, the LGBTQ Student Center as part of the Division of Student Affairs seeks to provide experiential learning opportunities and the promotion of intellectual, cultural, social, vocational, physical, psychological, and spiritual growth, and preparation for life outside of the University. The LGBTQ Center is also committed to providing meaningful paraprofessional experiences for master's level graduate students intending to pursue careers in student affairs or related higher education areas.*

Job descriptions are not intended and should not be construed to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job. Management reserves the right to revise duties as needed.  
(Revised 3/14/23)