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 Holistic approach to Educating and creating Awareness around issues of gender, sexuality, and identity using Restorative practices that Transform the lives of our students and the greater Miami community.

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. The position’s primary areas of responsibility include LGBTQ+ student-centered programming and advising & 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 2022 to May 15, 2023. 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 2022 - May 2023 contract.

Compensation
The GA receives a stipend totaling $18,000 to be divided into 9 monthly payments, throughout the term of the position appointment.

Primary Duties and Responsibilities
Advising and Student Development
- Work with Director to oversee the LGBTQ Ambassadors Program.
  - Assist in managing the student selection process.
  - Attend weekly meetings.
  - Assess and monitor the effectiveness of Ambassadors Program.
  - Develop and plan opportunities for leadership development with Ambassadors.
- Assist with the kickoff event for the Gender and Sexuality Living Learning Community.
- Manage and plan the Directors LGBTQ Student Roundtable monthly meetings and assist in assessing students concerns and issues.
- Provide support, information, referrals, and advocacy to/for LGBTQ+ students.

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.
- Assist with the execution of selected signature events.
- Serve on the Pride Committee.

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 and semesterly reports, updates and assist with the semesterly program reports.
• Contribute and assist with the Pride Press Newsletter.

**Other Duties**

• Perform additional duties as assigned by the Director of the LGBTQ Student Center.
• 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.

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.

Interested candidates may contact: Dr. Gisela P. Vega, Director LGBTQ Student Center gisela.vega@miami.edu

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 2/2/22)