Graduate Assistant of the Lesbian, Gay, Bisexual, Transgender (LGBT) Resource Center
University of Georgia Student Affairs

Divisional and Departmental Overview

The Division of Student Affairs comprises 19 campus departments that enhance the learning environment for students at the University of Georgia by stimulating the learning process, integrating the in-class and out-of-class experiences, and promoting an environment conducive to growth and discovery and facilitating intellectual, spiritual, social, occupational, physical, cultural and emotional development.

The Lesbian, Gay, Bisexual and Transgender Resource Center's mission is to create an inclusive, sustainable space of self-discovery for the LGBT community within the University of Georgia. We support and affirm every student inclusive of their sexual orientation, gender, gender identity and expression. The LGBT Resource Center serves as a space by which all members of the University of Georgia community can engage and explore the issues associated with sexual and gender identities. This mission is achieved by a commitment to an intersectional social justice framework, leadership development and equity.

Position Summary

The Graduate Assistant (GA) of the LGBT Resource Center (LGBTRC) reports to the Senior Coordinator of the LGBTRC. While the position will vary based on the needs and desires of the Graduate Assistant and their professional development, the main responsibilities include co-coordinating the LGBTRC Ambassador Program, developing and implementing both large and small scale programing, supervising volunteers, advising Queeries and PRISM (if qualified) and coordinating LGBT Center Awareness Day. The GA will also serve as a Safe Space facilitator and engage in various other projects as needed/desired.

Position Description

- **Program Development**: Assist with development of workshops and programs to enhance student leadership skills; Assist with implementation of programming for, but not limited to, Transgender Day of Remembrance, Homecoming Week, Lunch with Leaders, Lavender Graduation, Dawgs Making It Better, Queeries Radio Show, PRISM (LGBTQ students of color group), and LGBTQ History Month.
- **Advising**: Assist in the advising of LGBT Resource Center Ambassadors and student workers and serve as a mentor to students by exhibiting professional, authentic behavior and utilizing interpersonal helping skills grounded in student development theory.
- **Supervision**: Supervise volunteers in accomplishing administrative and programmatic tasks
- **Program Evaluation**: Assist with evaluation and assessment of programs and services.
- **Trainings & Workshops/Presentations**: Assist with facilitation, leadership, development, and promotion of LGBTQ-related seminars, workshops, and presentations, such as Safe Space trainings.
- **Research**: Assist in benchmarking, researching models for services, and other data gathering activities for program and service development and grant funding resources.
- **Grant Writing/Grant Funding Research**: Determine available grant funding resources and prepare appropriate paperwork proposals/applications for relevant grants in accordance with university policies/procedures, etc.
- **Oral & Written Communication**: Communicate clearly, accurately, and professionally in all interactions and materials representing the LGBT Resource Center.
- **Organizational Skills**: Assist with administrative tasks such as mailings, newsletters, program publicity, data base updates, web page updates, etc.
- **Collaboration**: Facilitate collaborative partnerships with a variety of campus departments, including, but not limited to, Multicultural Services and Programs, Center for Leadership & Service, International
Student Life, Academic Partnerships, Office of the Dean of Students, Office of Institutional Diversity, University Housing, University Health Center, Equal Opportunity Office, and UGA Police.

- Other duties as assigned by Senior Coordinator and Director of the LGBT Resource Center

### Qualifications

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, and TGNC students, including knowledge and understanding of gender identity, as well as multiple and intersecting identities.
- Experience working with LGBT student organizations.
- 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.

The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.