

Diversity, Inclusion, and
Multicultural Education



Lesbian, Gay, Bisexual,
Transgender, Queer and
Questioning Resources

Graduate Assistant

Mission of LGBTQ Resources

LGBTQ Resources works to promote the academic success, health and well-being of lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ) students and their allies. We work to sustain and strengthen a campus climate of safety, equity, inclusion, and respect in which LGBTQ and ally students can succeed and thrive at Mason.

Department

Office of Diversity, Inclusion and Multicultural Education, University Life

Job Category / Title

Graduate Professional Assistant for LGBTQ Resources

Overview of Role

Function

The Graduate Professional Assistant (GPA) for LGBTQ Resources provides administrative and program support to LGBTQ Resources. The GPA assists with program planning, implementation, coordination and assessment in support of co-curricular experiences of LGBTQ students and is responsible for maintaining the LGBTQ Resources website. The GPA maintains office hours in the LGBTQ Resource Center and assists in building and strengthening Mason's LGBTQ communities, within the office and across campus. In addition, the GPA oversees communication about programs and services using web, social media, listservs, and other outlets. Lastly, the GPA will be integral to informal feedback processes and someone to whom students can share their interests, needs, preferences, and concerns. The GPA reports to the Assistant Director of LGBTQ Resources.

Responsibilities

- Keep office hours three days per week and assist in managing the LGBTQ Resource Center space so that students, faculty, and staff feel welcome to use the center as a resource, additionally, track use of facilities via iPad survey
- Maintain listservs and other communications, including a monthly newsletter about our office events, programs, and initiatives; communicate with students, faculty, staff, and community members (face-to-face conversations and meetings, phone and email contact)
- Update and manage LGBTQ Resources website (<http://lgbtq.gmu.edu>)
- Utilize social media and website to promote LGBTQ student engagement via Twitter, Facebook, Instagram, and more

- Build and maintain positive relationships and opportunities to engage with campus partners (including the Social Action & Integrative Learning (SAIL) Office, Women & Gender Studies, Student Support & Advocacy, Counseling & Psychological Services, Disability Services, and Student Involvement)
- Participate in Safe Zone Training and join training team, co-facilitate Safe Zone Trainings, and assist in preparing the materials for each Safe Zone training
- Help organize and plan annual Pride Week, LGBTQ Coming Out Week, LGBTQ History Month, Transgender Day of Remembrance/Resilience, Transgender Day of Visibility, and Lavender Graduation events
- Assist in representing LGBTQ Resources at various campus events and outreach activities, responding to requests for interviews, class presentations, and research opportunities
- Participate in programs, events, trainings, organizations and conferences, on and off campus, related to LGBTQ and/or social justice issues and concerns
- Assist with ongoing creation and implementation of strategic plan for LGBTQ Resources
- Other duties as assigned

Qualifications

- Must be enrolled (full-time) in one of George Mason University's graduate programs
- Excellent organizational, interpersonal, and communications skills (written and verbal)
- Must have knowledge of, experience with, and/or commitment to LGBTQ, gender, and/or social justice issues
- Experience or interest working with students in a human service or social justice environment
- Ability to relate to people from diverse backgrounds
- Must be reliable, responsible, and self-motivated
- Demonstrated proficiency in word-processing, e-mail management, data base, publishing software, and/or WordPress content management system
- Experience with utilizing social media for outreach and engagement
- Must exhibit professionalism and a strong work ethic
- Must be available and accessible for the time commitment involved

Time Commitments

- The Graduate Assistant position is designed for a 10-hour-per-week work commitment. At times, the work may require extended hours and/or night and weekend work hours.
- The position term is for the remainder of the 2018-2019 academic year, beginning as soon as a successful candidate is identified and ending in May 2019.

Compensation

- The Graduate Assistant position will be paid hourly over the course of the semester, paid \$20/hour on a biweekly basis through the duration of the employment contract period.

To apply

Applications will be reviewed upon receipt and until a successful candidate is identified. To apply, please submit a letter of interest, resume, and names and contact information for three professional references to:

LuLu Géza Kelemen

Assistant Director of LGBTQ Resources

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