Mission of ODIME & LGBTQ+ Resources
Diversity, Inclusion, and Multicultural Education & LGBTQ+ Resources supports the Division of University Life in its goal of providing a safe and inclusive campus environment for students, faculty, and staff.

Department
Office of Diversity, Inclusion and Multicultural Education & LGBTQ+ Resources, 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 programmatic 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+ Resources suite 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 is supervised by the Assistant Director of LGBTQ+ Resources. The GPA supervises the peer mentor team.

Responsibilities

- Serve on the ODIME & LGBTQ+ Resources professional staff team. Attending staff meeting, small team meetings, large area meetings, and other meetings as assigned. Establishing connections with students within and outside assigned advising and supervisory responsibilities. Gain and maintain overall knowledge of ODIME & LGBTQ+ Resources, University Life, and George Mason University.
- In coordination with and directed by supervisor, participate in and attend programs, events, trainings, organizational meetings, and conferences, on and off campus, related to the work of ODIME & LGBTQ+ Resources.
Education

- Participate in the Safe Zone program and join facilitator team, co-facilitate Safe Zone workshops, and assist in preparing the materials for each Safe Zone workshop.

Student Advising

- Advise the LGBTQ+ Student Leadership Council, which is comprised of representatives of affiliated Recognized Student Organizations (RSOs) and unofficial student groups affiliated with LGBTQ+ Resources (including Pride Alliance, TQ Mason, Queer and Trans People of Color (QTPOC), etc.), as well as student leaders from around campus that identify as part of the LGBTQ+ community and their allies. This advising includes attending all Council meetings, meeting with Council leadership weekly or bi-weekly, includes regular one-on-one meetings with leaders, periodic attendance at executive board meetings, attending major events and events for risk management, assist organizations with developing and achieving goals. Support leaders with programming creating, promotion, execution, and assessment. Facilitate learning about navigating coalition building, university policies, and connections to campus resources. Convening a meeting with the RSO advisors for the affiliated groups once a semester to discuss trends, student issues, best practices, and provide updates from LGBTQ+ Resources.

Supervision and Program Coordination

- Coordinate, with the Assistant Director, the LGBTQ+ mentoring program, which will provide an opportunity for first-year undergraduate students within the LGBTQ+ community at Mason to have an undergraduate peer mentor. Coordination will include training, support, and oversight of the mentors, recruitment of participants, collaboration with mentors, community partners, and faculty in delivering meaningful opportunities for engagement, and use of appropriate assessment methods to understand and communicate impact of the program.

Event Management

- Responsible for coordinating Annual Drag Show (through collaboration with Student Coordinators, Associate Director for LGBTQ+ Resources, and appropriate campus partners), including but not limited to: space reservation, leading of planning committee, recruitment of student performers (in coordination with affiliated student organizations), contracting professional talent, execution for day-of-show, and assessment.
- Serve as chair of Pride Week Planning Committee, working with the Assistant Director to identify committee members and coordinating the calendar for publication.
Outreach
• Assist in representing LGBTQ+ Resources at various campus events and outreach activities, responding to requests for interviews, class presentations, kiosking/tabling, and research opportunities
• Maintain listservs and other communications, including contributing to LGBTQ+ Resources monthly newsletter about LGBTQ+ Resources 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)
• 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)

Qualifications
• Must be enrolled (or accepted) as a full-time student 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 20-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 2020-2021 academic year, beginning in August 2020 and ending in May 2021.

Compensation
• The Graduate Assistant position comes with compensation of $20,000, including a tuition grant and a stipend, paid on a semimonthly basis on the 1st and 16th of the month through the duration of the employment contract period.
To apply
Applications will be reviewed until a successful candidate is identified.

Applicants, please email a cover letter, resume, and three references to:

LGBTQ+ Resources
George Mason University
lgbtq@gmu.edu