



POSITION POSTING

Graduate Professional Assistant LGBTQ+ Resources Center for Culture, Equity, & Empowerment

UNIVERSITY LIFE:
EVERY STUDENT SUCCEEDS

Mission:

University Life cares for the whole student by promoting inclusive well-being and fostering lifelong learning – preparing ethical leaders for the world.

Values:

TOGETHER, we achieve our mission through an unwavering commitment to our **values**:

Inclusion and Equity

- We are committed to cultivating an environment of engagement, connection, and belonging that is respectful and fair for everyone.

Leadership for Positive Change

- We are committed to cultivating leaders who critically examine and understand the potential impact of their decisions and act ethically.

Well-Being

- We are committed to cultivating an environment of understanding and fulfillment of both individual and community well-being that promotes purpose, vitality, engagement, and resilience.

Collaborative Community

- We are committed to cultivating a supportive network of colleagues that shares ideas, learns and creates together, and develops authentic connections.

Strategic Transformation

- We are committed to dynamic action in creating meaningful solutions to anticipate and meet the needs of an ever-changing community.

Mission Statement

The Center for Culture, Equity, and Empowerment (CCEE) leverages programs and services focused on advocacy and direct student support to strengthen equity and inclusion at George Mason University. Our advising fosters opportunities for identity development, cross-cultural engagement, and inclusive learning communities, affirming the indivisible aspects of all our identities.

Our three areas: Student Access and Equity (SAE), Student Engagement for Racial Justice (SERJ), and LGBTQ+ Resources, serve as resources to those in the Mason Community who seek to meaningfully engage and interact with people with different identities and intersections to co-create an equitable campus environment.

LGBTQ+ Resources provides direct services to LGBTQ+ students; including advising, advocacy, counseling and referral, education and training, group and workshop facilitation, and leadership development. We offer a safe, open, welcoming space for all people interested in understanding LGBTQ+ issues; this physical meeting space is designed to promote both visibility and sense of community for all who wish to participate. The space is open to all students of all identities and students groups are welcome to use the space for meetings. We assist students in building communities of care, support, and trust; both within LGBTQ+ communities and across lines of gender, sexual orientation, race and ethnicity, culture, religion, ability, and other identity groups. We develop and conduct programs and co-curricular, educational, cultural, and social opportunities for students, faculty and staff on LGBTQ+ issues. We provide consultation, education, technical assistance, training, and resources to faculty, staff, administration, Mason offices and departments, and others interested in ensuring that their services are inclusive and welcoming for LGBTQ+ issues. We collaborate with Mason faculty, staff, and with other institutions and community agencies to facilitate student success.

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. 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 assists with supervision of the LGBTQ+ Resources undergraduate student staff team.

Required Skills/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

Position Responsibilities:

Student Affairs Professional Experience

- Serve on the CCEE professional staff, specifically on the LGBTQ+ Resources 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 LGBTQ+ Resources, CCEE, 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 LGBTQ+ Resources and CCEE.

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

- Co-advise the Queer 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

- Co-coordinate, with the Assistant Director for LGBTQ+ Resources, either the LGBTQ+ mentoring program or the LGBTQ+ Learning Community, which both provide opportunities for undergraduate students within the LGBTQ+ community at Mason to connect with critical community resources. Coordination will include training, support, and oversight of the student staff, engagement with participants, collaboration with student programmers, 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 co-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 for LGBTQ+ Resources 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, kiosk/tableting, and research opportunities
- Maintain listservs, social media, 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)
- 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)

Time Commitments:

- The Graduate Professional 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.

Compensation:

- The Graduate Professional Assistant position will consist of the following compensation package;
 - GPA stipend, \$16,000.00, will be paid on the 1st and 16th of the month for the duration of employment contract period;
 - Tuition grant up to 6 graduate credits at the in-state rate, not to exceed \$4,800.00 per semester;
- The GPA position is a 9-month contract, August 3, 2021 – May 3, 2022 with the possibility of renewal for a second academic year.
- All information, including rules and regulations, regarding all graduate assistantship can be located on the Provost office Graduate Education website:
<https://provost.gmu.edu/academics-and-research/graduate-education/graduate-student-appointments-fellowships>

To apply:

To apply for this position, please do so by:

Applying via Handshake at <https://app.joinhandshake.com/jobs/4597740> OR

Submitting a letter of interest, resume, and three professional references by April 20th to:

LGBTQ+ Resources, CCEE

George Mason University

lgbtq@gmu.edu