



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

Graduate Professional Assistant for LGBTQ Resources Division of University Life

University Life creates purposeful learning environments, experiences, and opportunities that energize all students to broaden their capacity for academic success and personal growth. Through our innovative programs, partnerships, and services, students discover their unique talents, passions, and place in the world.

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.

Function

The Graduate Professional Assistant (GPA) for LGBTQ Resources provides administrative and program support to LGBTQ Resources. The GPA also assists with program planning, implementation, coordination and assessment in support of co-curricular experiences of LGBTQ students and is responsible for maintaining and enhancing the LGBTQ Resources website. The GPA maintains office hours in the LGBTQ Resource Center and assists in building and strengthening Mason's LGBTQ communities. In addition, the GPA prepares promotional materials and oversees communication about programs and services using web, social media, listservs, and other outlets. The GPA reports to the Program Coordinator of LGBTQ Resources.

Responsibilities can include but are not limited to

- Plan, implement, and evaluate community building, personal and social identity development, academic support and social justice programming for LGBTQ and ally students, in collaboration with the Program Coordinator of LGBTQ Resources
- Create a welcoming environment for Mason students, faculty and staff of all identities, genders and sexualities, who engage with LGBTQ Resources
- Assist in managing the LGBTQ Resource Center space; track use of facilities; keep office hours, on at least 3 days a week
- Serve as a campus resource for LGBTQ students, as well as for students, faculty and staff seeking information and assistance with LGBTQ issues
- Conduct assessments of student interests, needs, preferences, and concerns to use in ongoing program/service improvements
- Create promotional materials, including event flyers; assist in maintaining listservs and other communications, media and social networking outlets; 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 Office of Diversity, Inclusion, & Multicultural Education, 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
- Help organize and plan annual LGBTQ Coming Out Week, LGBT History Month, Transgender Day of Remembrance, Pride Week, 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, and attending Orientation and other student events/activities for LGBTQ and other student organizations
- 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
- Take primary leadership for one major event or ongoing LGBTQ Resources program
- 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 working with clients (preferably 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 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 duration of the 2017-2018 academic year, beginning in August 2017 and ending in May 2018.

Compensation

- The Graduate Assistant position comes with compensation of a stipend of \$20,000 over the course of the year, 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. To apply, please submit a letter of interest, resume, and names and contact information for three professional references to:

LuLu Géza Kelemen

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