



Diversity, Inclusion, and Multicultural Education
+ Lesbian, Gay, Bisexual, Transgender, Queer
and Questioning Resources

Graduate Professional Assistant for LGBTQ Resources

Mission of ODIME + LGBTQ Resources

Diversity, Inclusion, and Multicultural Education and 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 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 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 undergraduate students in the LGBTQ+ Programming Board.

Responsibilities

- Keep office hours at least three days per week and assist in managing the LGBTQ Resources space so that students, faculty, and staff feel welcome to use the center as a resource, additionally, track use of space and services via iPad survey
- 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.
- Assist in maintaining logistics and documentation for the Safe Zone program.

Programming

- Supervise LGBTQ+ Programming Board. This is an entity of LGBTQ Resources, comprised of 4-6 students. In coordination with the Assistant Director and Associate Director for LGBTQ Resources, this role advertises for, selects, supervises, advises, and assesses the performance of this board. The GPA will support the board in developing the following skills: leadership development, event management, budget management, space acquisition, constituent relations, program assessment, documentation, etc.
- Support the LGBTQ+ Programming Board and in relationship with the Queer Leadership Council, assist in organizing and planning annual LGBTQ Coming Out Week, LGBTQ History Month, Transgender Day of Remembrance/Resilience, Transgender Day of Visibility, and Lavender Graduation events
- Take primary leadership in planning, implementing, and assessing one event/program per academic year in one or more of the following thematic areas: community building, personal and social identity development, academic support, well-being, or social justice
- Serve as chair of Pride Week Planning Committee

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 ODIME + 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>)
- Utilize social media and website to promote LGBTQ student engagement via social media, including but not limited to: Twitter, Facebook, Instagram, etc.

- 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)

Other duties as assigned

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 2019-2020 academic year, beginning in August 2019 and ending in May 2020.

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. If the selected candidate would prefer a tuition grant, they must let the Assistant Director for LGBTQ Resources know by June 1, 2019.

To apply

Applications will be reviewed until April 26th, 2019, or until a successful candidate is identified.

For students already enrolled in classes, the preferred application method is George Mason University's Handshake system: <https://careers.gmu.edu/handshake>. Please prepare to upload a cover letter, resume, and three references.

For prospective and newly accepted students, please email a cover letter, resume, and three references to:

LuLu Géza Kelemen (they/them/theirs)
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