

LGBTQ Graduate Assistant

The office of Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) Student Life is hiring a Graduate Assistant (GA) to assist with projects and initiatives that advance the mission, vision, and strategic priorities of our office. LGBTQ Student Life is positioned within the Center for Identity + Inclusion (CI+I). The GA may be asked to support responsibilities like those listed below:

- Conceptualize and implement collaborative programs that explore topics of interest to LGBTQ students, questioning students, and allies, in consultation with full-time staff members and LGBTQ+ student groups.
- Coordinate a signature program, such as a speaker series, workshops, affinity networks, etc.
- Manage logistics for programs with support from full-time staff and student staff members.
- Assist with planning and facilitating Safer Spaces workshops for campus community members.
- Reach out to students and student organizations, making connections to full-time staff and campus partners, as appropriate.
- Promote LGBTQ Student Life programs and resources and build and strengthen strategic partnerships with campus and community partners.
- Create and update marketing materials for broad distribution.
- Gather student feedback and support assessment efforts.
- Conduct benchmarking research across higher education and other networks.

Qualifications: Applicants must be currently enrolled graduate/professional students at the University of Chicago in good standing at the time of application and throughout employment. Additional requirements include:

- High level of competency and demonstrated experience working with LGBTQ+ communities
- Deep desire to support student success and familiarity with or interest in student affairs/higher education.
- Excellent written and oral communication skills.
- High level of initiative and motivation.
- Ability to work independently.
- Excellent decision-making skills.
- Marketing experience preferred, but not required.

Position Requirements: The Graduate Assistant works approximately 15 hours/week throughout the academic year. Work schedules are created based solely on class schedules and other academic obligations.

Compensation: \$16.00 per hour. Work study is accepted but is not required.

Application Instructions:

- Please visit <http://inclusion.uchicago.edu/student-employment/> to submit a cover letter and resume.

- Questions? Contact Jacob Longaker at longaker@uchicago.edu

NOTE: The above statements are intended to describe the general nature and level of the work being performed. This is not an exhaustive list of all duties and responsibilities associated with the position. Center for Identity + Inclusion staff reserve the right to amend and change responsibilities to meet business and organizational needs.