



## LESBIAN, GAY, BISEXUAL, TRANSGENDER AND ALLY STUDENT RESOURCE CENTER Graduate Assistantship Position Description

### URL for further information:

<http://www.sa.psu.edu/lgbt/>

### Contact for more information:

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### Purpose

The purpose of this position is to support the LGBTA Student Resource Center programs, gain practical, hands-on experience, and collaborate with diverse populations of students, faculty, and staff. This position works directly with the Director and Assistant Director of the LGBTA Student Resource Center to increase student involvement and to enhance students' collegiate experience by supporting the initiatives of the LGBTA Student Resource Center.

### Responsibilities

This position reports directly to the Director of the LGBTA Student Resource Center and is approximately 20 hours a week which includes some evenings and weekend hours. This position will assist with the LGBTA Student Resource Center initiatives and programs.

- Support, mentor, supervise, and evaluate student interns and volunteers
- Coordinate, schedule, record, and assess Straight Talks presentations
- Support, mentor, and supervise the OUTRider Editor and volunteer columnists
- Coordinate HIV Testing and HIV/AIDS education with Assistant Director and staff of the University Health Services
- Assist with the organization and planning of the annual LGBTA Student Leadership Retreat
- Organize and plan the annual Lavender Graduation ceremony and reception
- Recruit, interview, hire, train, and prepare orientation training materials for student interns
- Serve as liaison for Paul Robeson Cultural Center's annual World Cultural Festival and Tunnel of Oppression
- Represent the center at various events and outreach activities
- Serve as a teaching assistant in the Straight Talks course taught by the Director or Assistant Director of the LGBTA Student Resource Center, as needed
- Coordinate data management for educational programming, including updating and modifying entries to digital records in MS Access databases

**Learning Outcomes**

- Apply theories of student development through supervising and mentoring students
- Enhance and develop critical thinking, communication, and leadership skills
- Gain a thorough understanding and appreciation of diversity and social justice issues
- Develop comprehensive event planning skills through implementation of campus-wide events
- Learn how to work in a professional office in a team setting
- Develop Strong Advocacy skills
- Gain a thorough understanding and appreciation for diversity and social justice

**Qualifications**

- Be enrolled full-time in a Master's graduate program, preferably in College Student Affairs
- Able to work with diverse populations of students
- Must be able to handle multiple tasks in a fast-paced, team environment
- Strong organizational skills
- Effective communication, interpersonal, and organizational skills
- Energetic, self-starter