

Office of Intercultural Relations

Graduate Assistant,

LGBTQIA+ Programs and Initiatives

Old Dominion University
Norfolk, VA



Direct Supervisor:

Andrew Garber, Coordinator for LGBTQIA+ Initiatives, Office of Intercultural Relations

Position Overview

The Graduate Assistant for LGBTQIA+ Initiatives coordinates educational programming and services through the Office of Intercultural for Student Engagement & Enrollment Services (SEES). The GA will assist in trainings, workshops, events, and community development for the LGBTQIA+/Queer community at ODU.

Office of Intercultural Relations Vision & Mission

The Office of Intercultural Relations (OIR) at Old Dominion University (ODU) is committed to promoting an inclusive and equitable campus community whose members have knowledge of one's own cultural identity and the culture of others. OIR's programs, activities, and events represent unique and engaging cultural experiences and celebrations that cultivate a climate of awareness, understanding, and learning experiences. Intergroup understanding, communication, cultural empathy and humility, critical thinking skills, awareness of structural power relations are achieved through planned initiatives and trainings. T

LGBTQIA+ Initiatives Purpose

The Office of Intercultural Relations' LGBTQIA+ initiatives strive to provide students, faculty, staff, and members of the Hampton Roads area a community where they can be free and confident in expressing their identities. OIR strives to reduce homophobia, transphobia, and heterosexism in the Old Dominion University community through educational and interactive programming, mentorship, and LGBT advocacy. To achieve this goal, OIR and Safe Space, the campus LGBTQIA+ advocacy group, collaborate on creating educational resources for LGBTQ+ individuals at ODU that engage the community in the creation of a safe and open campus environment, while supporting the development of students of all gender and sexual identifies through advocacy, programming, and social outreach.

Job Functions & Responsibilities

1. Assist with planning, developing, and implementing educational and community development programming focused on LGBTQIA+ identities (i.e Lavender Reception, Friendsgiving, World AIDS Day, OutWORK Expo, etc.)
2. Serve on the Safe Space Committee as an active member and assist with Ally Certification training.
3. Assist in reviewing and developing Safe Space Ally Training curriculum.
4. Liaise with relevant student, faculty, and staff organizations (ODU SAGA, LGBT Alumni Club) and other campus and community constituents.

5. Serve on the Spectrum Floor Community Education Team to assist in the planning and execution of Spectrum LLC programming.
6. Assist in the development, design, and implementation of an queer mentor program.
7. Serve as a student spokesperson for sex identity, gender identity and expression, and sexual orientation inclusion at fairs, information sessions, and classroom presentations
8. Assist in managing website presence for LGBTQIA+/queer initiatives
9. Execute evening and weekend programming as needed
10. Manage professional social media and web presence for LGBTQIA+ initiatives and Safe Space (OIR website, Safe Space Instagram, etc.)
11. Support SEES in collecting assessment data

Qualifications & Skills:

- Demonstrated knowledge of cultural dimensions and frameworks that impact and influence LGBTQIA+ communities and individuals
- Demonstrated ability/skills in working with the LGBTQIA+ collegiate student population
- Experience coordinating and implementing programs, activities, events, and trainings
- Excellent interpersonal skills and communication.
- Demonstrated organizational skills and ability to manage details amidst competing demands
- Demonstrated ability to perform academic research
- Experience with advertising/marketing (including software such as Adobe Creative Cloud)
- Intent to work with LGBTQIA+/queer populations in professional setting
- Demonstrated leadership qualities and abilities
- Excellent interpersonal and communication skills

Academic and Professional Experience Gained from Position

- Experience in curriculum development and training
- Experience collaborating with other campus offices, departments, and organizations
- Improved intercultural communication and critical thinking skills
- Enhanced research and analysis skills
- Experience in program development and event management
- Experience working with diverse communities

Hours & Stipend

Graduate Assistantships are funded through a stipend of \$10,000 over the course of one (1) academic year. The GA is expected to work a set schedule totaling twenty (20) hours per week, with the ability to flex time as needed for events/programs.

Resources

For more information please contact Andrew Garber, Coordinator for LGBTQIA+ Initiatives at (757) 683-2448 or agarber@odu.edu . Applicants are encouraged to visit the following website for more information: odu.edu/oir, odu.edu/safespace