



**LGBTQIA+ Initiatives Graduate Assistant
Student Engagement & Enrollment Services
Women & Gender Equity Center**

Job Summary: The Graduate Assistant for LGBTQIA+ Initiatives coordinates educational programming and services through the Women and Gender Equity Center 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 Website: <https://www.odu.edu/oir/lgbt>

Contact: wgec@odu.edu

Duties & Responsibilities:

- Assist with planning, developing, and implementing educational and community development programming focused on LGBTQIA+ identities (e.g., Lavender Reception, Friendsgiving, World AIDS Day, OUTWORK Expo, etc.)
- Act as Administrative Officer for Asterisk, the Trans* student advisory board, and Queer Resilience Coalition (QRC), the LGBTQIA+ student advisory board. The Administrative Officer is responsible for the meeting minutes, assisting the Community Engagement Officer with member recruitment and retention, and is responsible for meeting/event logistics (room reservation, catering, set-up)
- Assist with coordination and facilitation of Safe Space Ally Certification training
- Assist in reviewing and developing Safe Space Ally Training curriculum
- Liaise with relevant student, faculty, and staff organizations (ODU SAGA, LGBTQIA+ Faculty Caucus, LGBT Alumni Chapter) and other campus and community constituents
- Serve on the Spectrum Floor Community Education Team to assist in the planning and execution of Spectrum LLC programming
- Serve as a student spokesperson for sex identity, gender identity and expression, and sexual orientation inclusion at fairs, information sessions, and classroom presentations
- Execute evening and weekend programming as needed
- Manage professional social media and web presence for LGBTQIA+ initiatives and Safe Space (OIR website, Safe Space Instagram, etc.)
- Support SEES in collecting assessment data

Required Skills:

- Graduate student in good standing
- 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

Employment Schedule/Hours: 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.

Academic Qualifications & Preferred Majors: Regular admission in a graduate degree program at ODU with good academic standing, maintenance of a full course load of student enrollment during the term of their appointment, and a 3.0 or higher GPA is required. Dropping below the required GPA or reducing one's course load below full-time can be grounds for dismissal.

Knowledge and Skills Derived from Experience:

- Experience in curriculum development and training facilitation
- 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

Compensation: Annual stipend of \$18,500 will be paid over fall (\$7,500), spring (\$7,500), and summer (\$3,500) semesters. Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

Length of Assistantship: The assistantship is contracted for the course of 1 academic year (12 months).

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