

Paul J. Burgett Intercultural Center – LGBTQ Graduate Assistant

Description

The Paul J. Burgett Intercultural Center is currently accepting applications for a Graduate Assistant position. The Graduate Assistant will be an integral part of the operations of the Burgett Intercultural Center and work closely with the Director and LGBTQ Coordinator to accomplish the goals of the center. This position is ideal for someone with a passion for the LGBTQ community, diversity, intersectional identities, and intercultural relations who was involved in campus life during their undergraduate years.

Requirements

A graduate student at the University of Rochester, preferably a student enrolled in a Higher Education or Counseling program. Must be available to work beginning in August to plan and coordinate start of year programs.

Qualifications

Minimum requirements include, but are not limited to

- Broad knowledge of University of Rochester, specifically student services and programs
- Strong student organization, campus programming or event planning, and leadership experience preferred
- Public speaking skills, strong interpersonal communication, strong customer service, organization, and event planning skills
- Ability to take initiative and work independently strongly desired
- Outstanding computer skills, such as website development and maintenance skills preferred
- Excitement about work focusing on intersectional identities and the LGBTQ community

Position Responsibilities

- Work with LGBTQ Coordinator to plan, implement, and evaluate new initiatives
- Assist with establishing and maintaining a physical and virtual resource center
- Develop presentations and training programs suited for different student organizations
- Liaise with various student groups to encourage collaborations and utilize the Burgett Intercultural Center as a resource
- Coordinate programs in cooperation with undergraduate employees
- Manage and update the Safe Zone trainings
- Explore and develop opportunities for the Burgett Intercultural Center to collaborate with other departments across campus
- Other duties as assigned.

Time Commitment

5-10 hours per week, including some evenings and weekends. Term of position is 10 months to a year, with possible reappointment. Candidate will ideally begin in August.

Remuneration

\$15.00 per hour