Graduate Assistant for LGBT Education, Office of Campus Life & Events Services

Position Description:
The Graduate Assistant (GA) position is a para-professional role within the Office of Campus Life & Event Services, a department within the Division of Enrollment Management and Student Success at Southeast Missouri State University. The GA is expected to contribute to the development of programming and resources and the supervision of student staff in the resource center. As a member of the Office of Campus Life & Event Services the GA participates in staff meetings and in-service training, and is expected to provide support to both department and University-wide events.

Position Responsibilities:
The Graduate Assistant for LGBT Education is responsible for providing support for a variety of educational and programmatic initiatives within the Office of Campus Life & Event Services. This role requires the GA to be on-site for programming/events during some evening and weekend hours.

- Maintain daily office hours as scheduled
- Participate in facilitating, marketing and evaluating the SafeZone program for students, faculty and staff
- Create awareness campaigns to educate the University community
- Develop resources and referral agencies for the campus community
- Facilitate structured programming for the campus
- Attend presentations, webinars or conferences to keep abreast of trends, definitions and policies
- Training and supervision of staff with in the resource center
- Commitment to addressing social inclusion for the LGBT community
- Assist in publicizing of events and activities via social media
- Provide assistant to department, division and University-wide events
- Other duties as determined by supervisor

Compensation:
The assistantship provides a stipend plus a fee waiver for approved degree plan courses in exchange for approximately 20 hours of professional work per week. Graduate Assistant fee waivers are available for up to 9 credits of graduate level coursework in both the fall and spring semesters and up to 6 credits during the summer semester. Students having an assistantship must be enrolled in a minimum of six credit hours per semester (Fall and Spring). In most instances, the time limit for a student to hold an assistantship is two years.

Supervision:
The assistantship is supervised by the Director of Campus Life and Event Services

Apply:
To apply for the position send a cover letter, resume and the names and contact information for three professional references by Wednesday, March 29, 2017. These materials can be sent to Michele Irby, Director of Campus Life & Event Services via campuslife@semo.edu.