

2016/2017

Milton E. Ford LGBT Resource Center Graduate Assistant Position:

Work Schedule/Compensation:

Full-time graduate assistant (20 hours per week) position with a stipend of \$4,500 *per semester*. This assistantship will run from August 1, 2015 through May 27, 2017.

Position Description:

The graduate assistant is responsible for sharing the administrative leadership of the Milton E. Ford LGBT Resource Center. This experience allows the student to gain administrative knowledge in a variety of areas including research, programming, teaching/training, budgeting, supervision, and advising. In addition, the student has a chance to directly serve as a catalyst for education and advocacy on LGBT issues. The scope of the work allows the student to become connected with not only the campus community, but also the larger Grand Rapids community. The professional and flexible nature of the assistantship allows the learning outcomes to be specifically developed with the students' academic goals in mind.

Responsibilities:

- Participate in the design, coordination and facilitation of LGBT Resource Center's programming [20% event coordination, leadership]
- Develop training materials and teach through educational seminars and co-curricular programs targeted at students [20% instruction, research, event coordination]
- Assess and evaluate LGBT Resource Center's programs and services (design tools, review data, make recommendations) [10% research and evaluation]
- Research best practice programs from around the country to identify benchmarks and participate in original research [10% research]
- Facilitate staff development through researching and teaching on topics of relevance [10% research, teaching]
- Participate in weekly supervisor meetings, weekly staff meetings and monthly Division of Student Services meetings and ongoing professional development opportunities [10% supervision]
- Assist in the formulation of LGBT Resource Center's policies and procedures and grants [5% education, research, event coordination]
- Participate in marketing efforts including design and implementation [5% administration, event coordination]
- Maintain budgets for designated programs [5% fiscal management and administration]
- Provide information, advocacy and referral to students. [5% leadership and advocacy]
- Co-supervise (with a professional staff member) student workers, volunteers, practicum and intern students [5% supervision]

QUALIFICATIONS:

BA/BS required and acceptance to the College Student Affairs Leadership (CSAL) Masters Program. Preference is given to students that can demonstrate prior involvement in LGBT equity/justice.

GVSU LGBT Resource Center website:

www.gvsu.edu/lgbtrc