

LGBTQ Student Life Graduate Assistant (anticipated start date, January 2017)

The LGBTQ Student Life Graduate Assistant will assist with various projects and initiatives, including facilitating *Safe Space / Allies in Training* workshops, managing of the office's Student Advisory Council, nurturing and support of student-led discussion groups (Q Groups), and the implementing of our LGBTQ Mentoring Program, in addition to other duties as assigned by the director. Specific facets of the position are listed in greater details below:

Student Advisory Council

Assist with developing goals and learning outcomes for Student Advisory Board meetings. Identify campus/community resources and leadership opportunities to share with students. Coordinate administrative processes, such as developing the meeting schedule and agendas, corresponding with members, collecting RSVPs, ordering catering, and inviting guest speakers. Gather student feedback. Assist with the planning of any open meetings, forums, or board programs.

Student-Led Discussion Groups (Q-Groups)

Serve as a resource to the students who lead 10-15 Q-Groups that meet regularly at 5710. Work with director to coordinate space reservations and any financial transactions.

Communications & Student Interaction

At the request of the Director, respond to student inquiries and meet with individual students and student organization leaders. Connect students with campus partners as appropriate. Update web and social media platforms to promote programs and resources.

Mentoring Program

Coordinate applications for mentors and mentees. Assist with creating mentor pairs. Schedule a meet and greet for mentors and mentees and periodically check in with pairs throughout the academic year (1-2 times per quarter).

Qualifications:

Students who are interested in applying must:

- Be current graduate or professional students at the University of Chicago in good academic standing and available to serve for winter and spring quarter 2017
- Have demonstrated experience working with LGBTQ+ communities (including familiarity with or interest in researching current trends in higher education)
- Deep desire to support student success, and high levels of initiative and motivation
- Excellent written and oral communication skills and organizational skills
- Be available to work 15-20 hours per week

Compensation: \$13.50 per hour

Application Instructions: Please send brief letter of interest and resume to Tobias Spears (Director, LGBTQ Student Life Office) at TLSpears@uchicago.edu. **Candidate materials due by Friday, December 2nd at 5pm.**

