

Job Description: The Gender & Sexuality Resource Center (GSRC) Graduate Assistantship

Job title: The Gender & Sexuality Resource Center (GSRC) Graduate Assistantship

Position type: On Campus Student Employment

Work-Study program: No

POSITION TITLE: The Gender & Sexuality Resource Center (GSRC) Graduate Assistantship

SUPERVISOR TITLE: Director of The Gender & Sexuality Resource Center (GSRC)

The GSRC Mission

The Gender & Sexuality Resource Center:

Advocates collaboratively with coalition partners for systematic and institutional change in policy and practice to create a more equitable campus climate.

Educates the campus community by providing training and programming to encourage respectful discussion, personal reflection, and academic development related to issues of gender, sexuality, and intersectional identities.

Supports and validates the existence of all identities across the gender and sexuality spectrums by creating community, promoting self-care, and challenging cisgender privilege and genderism.

The GSRC Purpose:

To advocate, educate, and support marginalized identities on the UNC campus in order to collaboratively remove barriers for folks who identify across the gender and sexuality spectrums.

DUTIES & RESPONSIBILITIES:

- Assist in leadership and organization for the GSRC, including but not limited to strategic planning for the department, scheduling of events and programs, assessment and evaluation of events, programs, and the Center, semester by semester evaluation of the individuals using the GSRC's services
- Advocate for students, faculty, and staff who identify across the gender and sexuality spectrums
- Collaborate with individuals, departments, centers, organizations across campus to build mutually beneficial networks of support across the campus and community
- Assist in interviewing and hiring student coordinators
- Provide responsive services and referrals to callers, emails, and visitors of the Center
- Assist Director with influencing policy change on campus and in the community as it relates to supporting the communities across the gender and sexuality spectrums
- Create initiatives, programs, events, practices, and/or policy that will support, advocate, and educate the UNC campus and greater community around the gender and sexuality communities and other marginalized identities.
- Create student coordinator job descriptions and responsibilities to address GSRC and community needs, includes but not limited to: Professional Development Coordinator, Social Media Coordinator, Website and Resource Coordinator, Newsletter Coordinator, Office Manager, Affinity Group Coordinator
- Other duties as assigned

LEARNING OUTCOMES:

As a result of successful completion of the The Gender & Sexuality Resource Center Graduate Assistantship, the student will:

- Demonstrate advising and helping skills related to analyzing group dynamics, facilitating group decision-making and goal-setting, manage conflict, appropriately mentor students and staff and exhibit strong active listening skills
- Identify systemic barriers to equality and inclusiveness in order to advocate for and implement means of addressing these obstacles
- Explain how one's professional practice aligns with both one's personal code of ethics and ethical statements in the field of Higher Education and Student Affairs Leadership
- Model appropriate and effective techniques for supervising student staff related to issues of morale, behavioral expectations, conflict resolution, and performance issues
- Apply advanced leadership skills pertaining to motivating, influencing, inspiring and empowering others to contribute to the effectiveness and success of an organization
- Articulate their own professional responsibilities and skills as they pertain to future vocational and career aspirations in the form of a resume, cv, or job-specific document

COMPENSATION:

This position is remunerated with graduate, in-state tuition for up to 10 credit hours per semester as well as a stipend for an Academic Year, 18 hour work week for 39 weeks (.40 FTE). The actual amount of the tuition and/or stipend is individually calculated for Master's or Doctorate degree students.

QUALIFICATIONS:

- Earned a Bachelor's degree
- Enrollment at the University of Northern Colorado in a graduate program
- Detailed oriented with initiative, or able to work independently
- Previous leadership or programming experience
- In depth knowledge of communities across the gender and sexuality spectrums and issues facing those communities and other marginalized communities, and how those identities intersect
- Strong facilitation skills
- High degree of organization, strong administrative, and communication skills
- A supportive and affirming attitude towards students, staff, and faculty

Location requirements

Location type: Onsite

Onsite location: Greeley, Colorado, United States

Time requirements

Schedule: Part time

Hours: 18 hours per week

Employment duration: Temporary or seasonal

Estimated start date: 1/3/2024

Estimated end date: 5/8/2024