

Job Description

POSITION TITLE: The Gender & Sexuality Resource Center (GSRC) Graduate Assistantship
SUPERVISOR TITLE: Director & Associate 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 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, semesterly and annual 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, and 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 the Director & Associate 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 policies 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, including 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 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, managing conflict, appropriately mentoring students and staff, and exhibiting 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 (*Full tuition up to 10 credit hours; full payment of student activity fees.*)
 - A stipend for an Academic Year, 18-hour work week for 34 weeks (0.45 FTE). (*The actual amount of the tuition and/or stipend is individually calculated for Master's or Doctorate degree students.*)

START DATE:

Fall 2024

Training: Week of Monday, August 19th, 2024 to Friday, August 23rd, 2024

Regular work schedule: Begins the week of Monday, August 26th, 2024

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, of issues facing those communities, of other marginalized communities, and of how those identities intersect
- Strong facilitation skills
- A high degree of organization, strong administrative, and communication skills
- A supportive and affirming attitude toward students, staff, and faculty

INTERVIEW:

All applicants must complete an interview with the Associate Director of the Gender and Sexuality Resource Center as part of the application process. Please do not schedule an interview until you have completed your application submission on Handshake.

Interviews may be scheduled using this link: