The Resource Center for Sexual & Gender Diversity is proud to announce the availability of a Graduate Assistant position for the 2014-2015 academic year. In this position, the RCSGD Graduate Assistant will support the Center, gain practical/hands-on experience, and collaborate with a diverse population of students, faculty, and staff. The Graduate Assistant will aim to increase student involvement and to enhance students’ collegiate experience by supporting the initiatives of the RCSGD.

This position reports directly to the Director of LGBT Services. The Graduate Assistant is expected to work 15-20 hours a week, which may include some evenings and weekend hours. This position will assist with the RCSGD initiatives and programs.

**JOB DESCRIPTION**

Responsibilities include:

- Organize, host, and oversee quarterly LGBTQ graduate student mixers
- Organize, plan and implement two events per quarter for graduate students
- Serve as liaison between RCSGD and Graduate Student Association
- Attend Graduate Student Association meetings, as required
- Collaborate with Director in the implementation and development of educational programs including but not limited to Safe Zone, Intervening as an Ally, LGBTQ in Academe, and LGBTQ Mentoring Program
- Assist with the planning and execution of Young, Wild & Free, Emerging Leaders Institute, Campus Awards, and Lavender Graduation
- Assist in benchmarking, research models for services and other data gathering activities for program and service development
- Represent the Center at various events and outreach activities
- Communicate clearly, accurately, and professionally in all interactions and materials representing the RCSGD
- Collaborate with RCSGD undergraduate student staff members and campus and community partners in support of RCSGD goals
- Proficiency in social media applications for promoting the center and its services

**QUALIFICATIONS**

- Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds
- Knowledge of LGBTQ issues/concerns and an interest in working with LGBTQ students
- Ability to work 15 hours per week (including evening and weekend hours)
- Good communication skills
- Applicants must be enrolled in a graduate program at the University of California, Santa Barbara
• Applicants must be in good academic standing

**TERMS OF APPOINTMENT:** 9-month appointment; typically mid-September to mid-June.

**COMPENSATION:** $15/hour

**APPLICATION DEADLINE:** Friday, January 30th, 2014 by 5:00 PM

**TO APPLY:** Please send an electronic letter of interest, current resume or CV, and the names and contact information of three references to:

David Whitman  
Director of LGBT Services  
Resource Center for Sexual & Gender Diversity  
University of California, Santa Barbara  
david.whitman@sa.ucsb.edu