Graduate Assistant for the Lesbian, Gay, Bisexual & Transgender (LGBT) Resource Office

PROGRAM OVERVIEW
The mission of the LGBT Resource Office is to provide social and emotional support in a safe environment for sexual and gender minorities and their allies. Through educational programming, events, and trainings, as well as campus and community partnerships, the Resource Office works to enhance the University’s and the community’s awareness, understanding, and acceptance of their LGBT members. The Resource Office, a unit of ECU’s Center for Student Leadership and Engagement, plays an integral advocacy role in campus life and student services. The LGBT Resource Office plays an integral advocacy role in campus life and student services and located within Intercultural Affairs (IA) at ECU. IA cultivates safe, socially-just environments so students, faculty, staff and the region may engage in critical discussion and interaction about race/ethnicity, gender, culture, sexual identity, gender identity/expression, and worldview.

THE UNIVERSITY
East Carolina University is a constituent institution of the University of North Carolina System and has an enrollment of over 28,000 students, making it North Carolina’s third largest institution of higher learning. The main campus is adjacent to uptown Greenville, NC, a city of over 62,000 people. Greenville is the hub of the eastern North Carolina coastal plains and a business, medical, and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, and within easy driving distance of coastal resorts.

REQUIREMENTS FOR CANDIDACY
Applicants for the position of Graduate Assistant for the LGBT Resource Office shall possess a Bachelor’s degree and admission (or anticipated admission) in an accredited degree-granting graduate program at East Carolina University. Additionally, all applicants should be in good conduct and behavioral standing with East Carolina University, as well as with local, state, and federal laws. Qualified applicants should exhibit excellent oral and written communication skills, possess knowledge of teamwork, leadership, time and stress management, planning/organizing, problem solving, diverse cultural appreciation, helping skills, and a desire to learn about oneself and their personal leadership style. Applicants should have a continued enrollment of 3.0 or higher and be able to work 20 hours per week per semester. Excellent written and oral communication skills along with an aptitude for Microsoft Office and social media is preferred. Respect for and knowledge of the lesbian, gay, bisexual and trans* community, and a passion for social justice and equality.

SCOPE OF POSITION
The Graduate Assistant for the LGBT Resource Office is a nine-month appointment with the possibility to continue the assistantship at the conclusion of the contract. This position requires 20 office hours per week commitment, with the exact schedule to be determined upon hiring. The Graduate Assistant will report directly to the Assistant Director for the LGBT Resource Office.

As a result of this Graduate Assistant position, students will have the opportunity to gain the following core competencies based on the ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners:

- **Leadership:** Addresses the knowledge, skills and attitudes required of a leader, whether it be a positional leader or a member of the staff, in both an individual capacity and within a process of how individuals work together effectively to envision, plan, effect change in organizations, and respond to internal and external constituencies and issues.
- **Personal Foundations:** Involves the knowledge, skills and attitudes needed to maintain emotional, physical, social, environmental, relational, spiritual, and intellectual wellness; be self-directed and self-reflective; maintain excellence and integrity in work; be comfortable with ambiguity; be aware of one’s own areas of strength and growth; have a passion for work; and remain curious.
- **Equity, Diversity & Inclusions:** Includes the knowledge, skills, and attitudes needed to create learning environments that are enriched with diverse views and people. It is also designed to create an institutional ethos that accepts and celebrates differences among people, helping to free them of any misconceptions and prejudices.

RESPONSIBILITIES
The Graduate Assistant for the LGBT Resource Office shall be responsible for the following duties:

- Assist in the daily operation of the Resource Office including, but not limited to, the training and supervision of student volunteers.
- Assist in the design, coordination, and delivery of programs and services for students, faculty, and staff regarding sexual orientation, gender identity, gender expression, homophobia, heterosexism, and other issues impacting the LGBT community whenever appropriate.
- Serve as a representative and agent of the LGBT Resource Office. This may include committee and/or planning meetings, recruitment and informational events.
- Perform outreach duties as requested by campus and community organizations.
- Assist in the maintenance of the Resource Office website and social media outlets.
- Assist in the evaluations and assessments of activities and programs offered by the Resource Office.
- Perform general office duties.
- Professional demeanor and appearance.
- Other duties as assigned.
DATES OF EMPLOYMENT & COMPENSATION

- Expected work dates are August 8, 2016 – December 17, 2016 and January 4, 2017 – May 7, 2017
- Full In-State Tuition and Fees and stipend of $9427 for 9 months.

APPLICATION PROCESS
Apply for this position via the website www.ecu.edu/SAgarp. Along with the electronic application, prepare to upload a cover letter, updated resume, and list of three references including name, phone number and email address. For additional information about this specific Graduate Assistantship Mark Rasdorf at 252-737-2514 or rasdorfm@ecu.edu.