JOB DESCRIPTION: LGBTQ+ PROJECT GRADUATE ASSISTANT
OFFICE OF MULTICULTURAL AFFAIRS

Description:

The LGBTQ Project Graduate Assistant (GA) reports directly to the Assistant Director of Cross-Cultural Affairs in the Office of Multicultural Affairs (OMA). As the only GA at LSU to hold a job that focuses entirely on LGBTQ+ issues, the person holding this position must be confident in their abilities as a change agent and as an advocate for LGBTQ+ persons. The GA will aid the Assistant Director in overseeing the Safe Spaces Training program, as well as other training initiatives put forth by OMA. The GA will serve as an advisor and referral agent for the LGBTQ+ student organizations, aiding students with programing and event planning, as well as with their personal and academic well-being. Overall, the GA will serve the LSU LGBTQ+ population in accordance to the mission and values of both the Office of Multicultural Affairs and the Office of Diversity.

Requirements:

• Enrolled as a full-time graduate student, preferably in sociology, psychology, higher education, public administration, or related field in good standing at LSU
• Possess an authentic appreciation for diversity issues and trends in higher education
• Possess outstanding leadership, organizational, presentation, and time-management skills
• Possess strong oral and written communication skills
• Ability to manage multiple concurrent and on-going projects with close attention to detail
• Must be able to work independently and as part of an office staff
• Must have an extensive working knowledge of the LGBTQ+ Community, as well as modern difficulties that LGBTQ+ students face on college campuses
• Flexibility with weekly hours to accommodate special events, meetings, and programs as needed
• Preferred: Ph.D. students with previous professional experience in higher education

Duties and Responsibilities:

• Coordinate essential events including Rainbow Rush (September), National Coming Out Day (October), Trans Day of Remembrance (November), Geaux Red (December), Trans Day of Celebration (March), the Louisiana Queer Conference (April), and Lavender Graduation (May)
• Advise LGBTQ+ students with issues related, but not limited to, academia, family, coming out, questioning their identity, their role within the community, etc.
• Advise LGBTQ+ student organizations, including Spectrum, Qroma, and LSU Louisiana Trans Advocates
• Advocate for LGBTQ+ friendly policy changes on LSU’s campus
• Assist with the Safe Space Training program, and facilitate trainings for faculty, staff, and students
• Collaborate across campus to create a more welcoming environment for LGBTQ+ individuals
• Attend after-hours meetings and events put on by student organizations and OMA
• Attend OMA All-Staff Meetings (bi-weekly), Office of Diversity meetings (monthly), and departmental retreats (two per year)

Start Date: August 1, 2020 (May be eligible to start over the summer)
Hours: 20 hours/week; including some evenings and weekends
Compensation: Tuition reimbursement; stipend of $14,400 for 12-month appointment
To Apply: Email your CV/resume, cover letter, and recommendations to Wes Heath at weheath@lsu.edu

335 Student Union, Office of Multicultural Affairs, Louisiana State University, 70803