

Graduate Assistant for LGBTQ+ Initiatives
Office of Engagement and Inclusion
Marquette University

The Office of Engagement and Inclusion is the primary office responsible for engagement and inclusion education, programming and events within the Division of Student Affairs; comprised of three centers, the Center for Engagement and Inclusion, the Center for Leadership, Service and Involvement, and the LGBTQ+ Resource Center. All staff within the Office of Engagement and Inclusion are tasked with the promotion of the University's strategic goal of fostering a "Culture of Inclusion" through the lens of student engagement. As such, staff are expected to be mindful of multiple and intersecting identities of our students and work to develop programming, promote dialogue around social justice topics, and advocate for the inclusion of all students at Marquette.

General Description

The *Graduate Assistant for LGBTQ+ Initiatives* serves in an academic year appointment working approximately 20 hours per week and reports to the *Assistant Director for LGBTQ+ Programs and Services*. This individual is responsible for several on-going and short-term projects that advance the vision of the Office of Engagement and Inclusion. Additionally, as part of a team of student engagement specialists, this individual may assist in the design and implementation of peer education, leadership development, intercultural engagement, and community service programs for students, student organizations, and student governance organizations. The period of employment will extend over the course of the academic year and may possibly include times for personnel or student training and development of office initiatives prior to the start of classes and extending beyond the end of classes, as necessary. The *Graduate Assistant for LGBTQ+ Initiatives* is expected to undertake all responsibilities in a manner that reflects the Catholic, Jesuit mission of the University as well as the principles of student development theory.

General Responsibilities:

Programming

- Assist with design and implementation of programming that supports LGBTQ+ community building, awareness and education
- Connect and collaborate with campus and community partners to develop and design programs and services to educate and support student learning and development
- Assist with planning and staffing programs centralized around LGBTQ+ History Month (October), Trans Awareness Week, and Pride Week (March/April)
- Provide on-site staffing, support, and sometimes leadership for the Office of Engagement and Inclusion events
- Related additional duties and responsibilities may be offered and or assigned throughout the term of the assistantship

Student Support and Advocacy

- Actively engage with students and assist with advocacy and support for all students who come into the LGBTQ+ Resource Center
- Assist with the coordination and facilitation of discussion groups that come out of the center
- Co-advise the Gender and Sexuality Alliance (GSA) student organization closely. Attend student organization meetings/functions, as needed
- Serve on University Committees, as designated by professional staff, to support campus partnerships and collaborations

- Assist with the development and implementation of social justice education and leadership opportunities for students, such as, MBLGTACC Conference, WI TQPOC Summit, IgnatianQ Conference, or other LGBTQ+ related conferences
- Related additional duties and responsibilities may be offered and or assigned throughout the term of the assistantship

Supervision

- Directly supervise related student staff including goal setting and evaluating progress and performance
- Assist with the interviewing, selection, and training of student staff members assigned to work with student organizations
- Attend and actively support Office of Engagement and Inclusion supervision efforts (supervisor staff meetings, student staff trainings, etc.)
- Related additional duties and responsibilities may be offered and or assigned throughout the term of the assistantship

General Qualifications

- Currently enrolled (or acceptance for enrollment) into a Marquette graduate program. Prefer students pursuing a degree in college student personnel, educational leadership, counseling, or related field
- Strong oral and written communication skills
- Commitment to, knowledge of, and/or experience with multicultural education, community service programming, leadership development, and student activities
- Commitment to values compatible with and supportive of Marquette's mission as a culturally diverse, Catholic, Jesuit university
- Preference will be given to candidates with at least two years of experience (including undergraduate experience) in student activities, program planning, and or event management as well as experience working with students from a variety of cultural and ethnic backgrounds
- Availability to work some nights and weekends when needed in order to ensure a quality student experience is an expectation for the position

Preferred Qualifications

- Direct or related experience working with students from traditionally underrepresented populations, e.g. underrepresented racial, ethnic and religious communities, LGBTQIA+, women, undocumented, and/or first-generation students
- Experience (including undergraduate experience) in diversity, inclusion, and/or social justice education and programming. This can include LGBTQIA+ or Women's and Gender related work but is not required
- Demonstrates knowledge and ability around topics related to social justice ideals and concerns, including, but not limited to equitable support for underrepresented and minority identities, issues with systemic and social power dynamics, reflection upon privilege and its impact, and the contexts and implications of multiple and intersecting identities

Remuneration

- Standard Graduate Assistantship Stipend (Current year stipend: \$17,100 for a 10-month term)
- 12 Graduate scholarship credits per year