

**Center for Campus Life  
Staff Assistant for GLBT Center**

**General Requirements**

The Staff Assistant for the GLBT Center is responsible for facilitating a safe environment for students, advocating for GLBT people within the center's office, and on the RIT campus. This is done with the support of the Director of the Center for Campus Life, as well as professional staff, volunteers, and trainers. Responsibilities include: offering educational and social programs; maintaining support and referral services; and providing resource programs for students regarding issues of sexual orientation and gender identity. The Staff Assistant also helps to implement related assessment strategies.

**Specific Responsibilities**

1. Serves as a culturally sensitive liaison to the students, faculty and administration of RIT regarding GLBT issues on the RIT campus.
2. Engages in public speaking and gives presentations to a diverse community.
3. Assesses, plans, implements and evaluates programs related to GLBT issues. This includes events such as speakers, Lavender Graduation, and the RIT Innovation Weekend.
4. Provides oversight to other undergraduate staff who implement daily office functions, procedures and publicity projects.
5. Participates in coverage of major events, and other center programs and activities as assigned.
6. Supports a network of people and organizations to serve as resources for GLBT populations, including those community members already certified by Safe Zone training, and the Gay-Straight Alliance.
  - a. Develops, and publishes a bi-quarterly newsletter.
7. Develops and maintains a GLBT resource material library.
8. Assists with Safe Zone training.

**Qualifications**

The successful candidate will possess:

- Excellent communication skills, both written and verbal
- Organizational skills
- An ability to work with organizational systems
- Word processing skills and general knowledge of Macintosh and IBM compatible computers.
- An enthusiasm for working with college students
- A commitment to diversity, equity and multi-cultural programming