Position Title:
Graduate Assistant for The Q Center, an LGBTQIA Resource and Education Center

Department:
Center for Campus Life

Position Description:
The Graduate Assistant (GA) is a graduate student (pre-professional) position that supports the RIT Q Center. Throughout the academic year, the GA will report to the Coordinator of the Q Center.

Qualifications:
• Bachelor’s degree required.
• Enrollment in a graduate program at RIT or surrounding colleges/universities.
• GA must have work experience with queer students to be considered for this position.
• Desire to serve as a role model and engage all students including our deaf/hard of hearing students.

Terms for Employment:
• 20-25 hours per week unless otherwise noted
• Hours will be determined in conjunction with the Senior Associate Director/Manager of Campus Life Facilities
• During fall orientation week, the GA may be required to work additional hours and to participate in Safe Zone and departmental trainings.
• One day of training from the Center for Campus Life prior to the start of the academic year (in August)
  o All graduate assistants employed by the Center for Campus Life must attend the training
• Nine (9) month position from August 2017 to May 2018
• Note – those students from schools other than RIT are only eligible for graduate assistantships for one academic year
• Hourly wage of $13.50

Duties and Responsibilities:
• Participate in Safe Zone (LGBTQIA cultural competency) trainings and preparation one week before the start of the fall semester.
• Support the development, delivery, and assessment of campus-wide cultural competency and educational programs, including training, workshops, retreats, and 1-1 support across departments and functional areas.
• Work closely with the coordinator to create, track, and assess Q Center programs, beginning with Lavender Tour during orientation week and ending with Rainbow Graduation in the Spring Semester.
• Perform general office tasks including reception, opening and closing the Center, managing library resources and IT systems, managing supplies, maintaining a safe space for visitors, and assisting with communication with students and other departments.
• Produce social media communication with constituencies.
• Preferred skill in graphic design to create promotional programs and materials.
• Maintain visitor data, mailing lists, queer student and faculty group information, and other data that is necessary for tracking, assessment, and communications.
• Other duties as assigned.

**Application Process:**
Submit application, cover letter, and resume online [here](#). Priority deadline is March 27, 2017 at 9:00 a.m.

Applications will be reviewed until the position is filled.

In-person interviews are strongly preferred; however, telephone/videophone/SKYPE interviews may be scheduled for those candidates who cannot travel to RIT.

The Center for Campus Life will be conducting its graduate assistant interviews starting the week of March 27, 2017. Qualified candidates will be contacted by Campus Life to schedule an interview.

If you have any questions about the graduate assistant position or the application process, please contact:
Hannah Ramsey, Assistant Director
Center for Campus Life
Email – [Hannah.ramsey@rit.edu](mailto:Hannah.ramsey@rit.edu)
Phone – 585.475.7305