Job Announcement: RCSGD Graduate Assistant

The UCSB Resource Center for Sexual and Gender Diversity (RCSGD) is seeking a Graduate Student Assistant. This position contributes to the RCSGD mission of ensuring that LGBTQ students, staff, and faculty are supported and affirmed at UCSB. This position works with undergraduates, graduate students, faculty and staff across campus to build support systems for and increase visibility of LGBTQ students and their needs. This role will maintain existing events and programming, both social and educational, for LGBTQ graduate students and create new opportunities for students to engage with the RCSGD. This position will work closely with the Director to create social, professional development, and academic support initiatives for graduate students at UCSB. This position will support other full-time and undergraduate members of the center staff. Students at any point in their graduate programs are welcome to apply.

CORE RESPONSIBILITIES:

- Organize, host, and evaluate quarterly LGBTQ graduate student programming;
- Serve as liaison between RCSGD and Graduate Students Association, Queer and Trans Student Union, the Graduate Division, and other graduate student organizations;
- Plan and facilitate Town Halls focused on the needs and concerns of LGBTQ graduate students;
- Solicit graduate student participation in the Mentorship Program;
- Work with academic departments and graduate-serving offices and organizations to create educational and visibility opportunities for LGBTQ graduate students and teaching assistants;
- Assist in benchmarking, research models for services, and other data gathering activities for program and service development, including grant funding opportunities;
- Represent the Center at various events and outreach activities geared toward graduate students;
- Communicate clearly, thoughtfully, and professionally in all interactions and materials representing the RCSGD, and;
- Assist with the planning and execution of RCSGD events broadly and mentorship of undergraduate and volunteer staff, as well as other administrative duties as assigned.
MINIMUM QUALIFICATIONS:
- Experience working with initiatives for LGBTQ justice, racial justice, and/or social justice;
- Knowledge of LGBTQ topics and concerns;
- Ability to work 10 hours per week (including some evening and weekend hours), and;
- Enrolled in a graduate program at the University of California, Santa Barbara.

PREFERRED QUALIFICATIONS:
- Experience hosting social, educational, and/or academic programs;
- Demonstrated experience working with LGBTQ students, and;
- Providing mentorship in an educational or professional setting.

COMPENSATION:
- $16/hour, maximum: 10 hours per week. The hourly salary is commensurate an hourly salary of a Reader; see https://ap.ucsb.edu/compensation.and.benefits/ucsb.salary.scales/18.pdf
- Fees Waiver
- This position is recommended for graduate students who already have a Teaching Assistantship or a Graduate Research Assistantship. Graduate students can work up to 0.75 FTE (30 hours per week) with department approval.

TO APPLY:
- Please email Craig Leets, Director of the RCSGD, at cleets@ucsb.edu a cover letter and resume outlining relevant experience and your interest in the position by October 11, 2018, at 11:59pm.