



### **Job Description: RCSGD Graduate Student 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 facilitating the intersectional inclusion and representation of the identities, experiences, and concerns of lesbian, gay, bisexual, trans, queer, intersex, and asexual (LGBTQIA+) students, staff, faculty, alumni, and community members at UCSB.

This position works primarily with graduate students but also with undergraduates, faculty, and staff across campus to build support systems for and increase visibility of LGBTQ graduate 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, graduate, 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 (GSA), Queer and Trans Student Union (QTGSU), the Graduate Division, and other graduate student organizations;
- Serve as the RCSGD Liaison on the Queer and Trans Graduate Student Union Board;
- Plan and facilitate quarterly Town Halls focused on the needs and concerns of LGBTQ graduate students;
- Solicit graduate student participation in the Mentorship Program and sit on the Program's Board;
- Work with the Graduate Student Resource Center (GSRC), academic departments, and other graduate-serving offices and organizations to promote visibility of LGBTQ graduate students and teaching assistants and provide educational opportunities for all graduate students and teaching assistants about the LGBTQ community;

- 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 staff and volunteers, 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;
- Experience providing mentorship in an educational or professional setting.

#### COMPENSATION:

- \$17.50/hour, maximum: 10 hours per week.
- This position is recommended for graduate students who already have a Teaching Assistantship or a Graduate Research Assistantship because this position does not cover tuition and fees. Graduate students can work up to 0.75 FTE (10 hours per week in addition to the 20 hours per week assistantship) with department approval.

#### TO APPLY:

- Please email Craig Leets, Director of the RCSGD, at [cleets@ucsb.edu](mailto:cleets@ucsb.edu) a cover letter and resume outlining relevant experience and your interest in the position by Monday, May 4, 2020, at 9:00am.