

**RESOURCE CENTER FOR
SEXUAL AND GENDER DIVERSITY**



UC SANTA BARBARA

Job Title: QTBIPOC Empowerment Coordinator

Department/Program: Resource Center for Sexual & Gender Diversity

Number of Openings: 1

Days/Hours & Duration of Job: Monday - Friday between 9:00AM – 8:00PM. Up to 13 hours/week.

Wage/Salary:

Employment Start Date: September 12, 2022

Application Deadline: May 1st at 11:59pm

About Resource Center for Sexual & Gender Diversity (RCSGD):

The RCSGD at UC Santa Barbara facilitates 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. RCSGD staff and volunteers, in collaboration with campus partners, promote the celebration, development, scholarship, and success of the LGBTQIA+ community through advocacy, education, programming, and resource creation and referral.

The RCSGD uses intersectional and social justice lenses to work toward trans justice, queer justice, racial justice, and other forms of justice by examining and combating oppressive systems, including white supremacy, heterosexism, misogyny, patriarchy, and xenophobia.

For more information, please visit <http://rcsqd.sa.ucsb.edu/>

Job Description:

Work closely with the Associate Director, Program Coordinator, and cultural organizations to center queer and trans Black, Indigenous, and people of color (QTBIPOC) communities in the Center's services and programs.

Job Duties:

- Serve as a point of contact for QTBIPOC students at the RCSGD;
- Build relationships with QTBIPOC students and invite them to spend time in the RCSGD Lounge and to attend center events;

- Plan, organize, coordinate, and host events during weekly QTBIPOC Empowerment Hours, including a quarterly QTBIPOC Community Dinner (formerly known as the QTPOCluck);
- Provide one-on-one advocacy and support for QTBIPOC students as needed; including developing a reserve of knowledge of resources and on-campus referrals
- Represent QTBIPOC students and QTBIPOC student organizations and advocate for their needs to RCSGD career staff, campus administrators, and on relevant committees;
- Manage and lead a group chat for QTBIPOC students to promote events, disperse resources, and gather feedback
- Host monthly QTBIPOC student organization meetings to address the needs of QTBIPOC student organizations;
- Co-facilitate a weekly discussion group in addition to Empowerment Hours with another RCSGD staff;
- Serve as the RCSGD representative on the Direct Service Team bimonthly meetings and share updates with QTBIPOC students;
- Be actively involved in QTBIPOC programming on and off campus, including collaborating with the Multicultural Center, other campus departments, and student organizations;
- Serve as an ambassador of the RCSGD and market our programs to students, academic departments, residence halls, and student organizations;
- Engage and participate in other programming efforts and administrative duties of the Center;
- Provide support with other discussion groups and events hosted by the RCSGD;
- Collect and organize QTBIPOC programming feedback to improve resources provided by the RCSGD.

Qualifications:

- Be a current UCSB student in good standing
- Working knowledge and understanding of QTBIPOC needs and resources
- Attend a mandatory student staff training from September 12-21, 2022
- Attend a mandatory weekly staff meeting (Friday afternoons)
- Experience in planning and coordinating events
- Excellent written and verbal communication skills
- Excellent organizational skills and managing competing priorities
- Cross team collaboration skills
- Goal-setting to set realistic deadlines and strategize daily, weekly, monthly and quarterly progress

For more information or questions regarding this job opportunity, please contact:

Sky Limón
 Associate Director of LGBT Resources
 skylimon@ucsb.edu

**RESOURCE CENTER FOR
SEXUAL AND GENDER DIVERSITY**



UC SANTA BARBARA

Job Title: Education Coordinator

Department/Program: Resource Center for Sexual & Gender Diversity

Number of Openings: 1

Days/Hours & Duration of Job: Monday - Friday between 9:00AM – 8:00PM. Up to 13 hours/week.

Wage/Salary:

Employment Start Date: September 12, 2022

Application Deadline: May 1st at 11:59pm

About Resource Center for Sexual & Gender Diversity (RCSGD):

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The RCSGD uses intersectional and social justice lenses to work toward trans justice, queer justice, racial justice, and other forms of justice by examining and combating oppressive systems, including white supremacy, heterosexism, misogyny, patriarchy, and xenophobia.

For more information, please visit <http://rsgd.sa.ucsb.edu/>

Job Description:

Work closely with the Graduate Assistant for Education Initiatives, the Associate Director, and Director to develop, organize, and facilitate educational seminars to UCSB students, faculty, and staff about the multifaceted experiences and challenges faced by the LGBTQIA+ campus community in navigating higher education and beyond.

Job Duties:

- Co-facilitate Queer Trans Identities & Experiences Seminars (Qtie Seminars or QTies)

to UCSB Students, Staff, and Faculty with the Graduate Assistant for Education Initiatives, the Associate Director, and Director;

- Plan and coordinate quarterly QTie Seminars that are open to the UCSB campus community;
- Manage and coordinate QTie requests from undergraduate student organizations;
- Manage outreach for QTie Seminars to on and off campus student organizations, Associated Students groups, etc.;
- Assist the Graduate Assistant for Education Initiatives, the Associate Director, and Director in the curriculum review of and the development of future QTie seminars;
- Develop seminar content to accommodate specific requests from student organizations, Associated Students groups, etc.;
- Assist the Graduate Assistant for Education Initiatives and the Associate Director in the curriculum review of QTie seminars and the development of new QTie seminars;
- Organize and compile seminar assessments and data;
- Organize the distribution of registration forms, calendar invites, seminar slides, and additional resources for QTie attendees;
- Serve as an ambassador of the RCSGD and market our programs to students, academic departments, residence halls, and student organizations;
- Engage and participate in programming efforts and administrative duties of the RCSGD.

Qualifications:

- Be a current UCSB student in good standing
- Attend a mandatory student staff training from September 12-21, 2022
- Attend a mandatory weekly staff meeting (Friday afternoons)
- Working knowledge and understanding of the needs and resources of queer and trans communities
- Training and workshop facilitation experience preferred
- Excellent written and verbal communication skills
- Excellent organizational skills and managing competing priorities
- Cross team collaboration skills
- Goal-setting to set realistic deadlines and strategize daily, weekly, monthly and quarterly progress
- Flexibility in your schedule to accommodate QTie requests

For more information or questions regarding this job opportunity, please contact:

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**RESOURCE CENTER FOR
SEXUAL AND GENDER DIVERSITY**



UC SANTA BARBARA

Job Title: Volunteer Coordinator

Department/Program: Resource Center for Sexual & Gender Diversity

Number of Openings: 1

Days/Hours & Duration of Job: Monday - Friday between 9:00AM – 8:00PM. Up to 13 hours/week.

Wage/Salary:

Employment Start Date: September 12, 2022

Application Deadline: May 1st at 11:59pm

About Resource Center for Sexual & Gender Diversity (RCSGD)

The RCSGD at UC Santa Barbara facilitates 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. RCSGD staff and volunteers, in collaboration with campus partners, promote the celebration, development, scholarship, and success of the LGBTQIA+ community through advocacy, education, programming, and resource creation and referral.

The RCSGD uses intersectional and social justice lenses to work toward trans justice, queer justice, racial justice, and other forms of justice by examining and combating oppressive systems, including white supremacy, heterosexism, misogyny, patriarchy, and xenophobia.

For more information, please visit <http://rcsgd.sa.ucsb.edu/>

Job Description:

Work closely with the Program Coordinator to recruit, train and direct volunteers to support the RCSGD's programming. Job Duties:

- Serve as the main point of contact for the RCSGD Volunteer Program with the support of the Program Coordinator;
- Manage aspects of the Volunteer Program, including recruiting, training, and onboarding volunteers;
- Plan and execute recurring volunteer trainings throughout the academic year that

- prepare interested volunteers to support the RCSGD's mission and vision;
- Facilitate recurring volunteer meetings to share upcoming volunteer opportunities which can include opportunities to table, help with administrative support, and create LGBTQIA+ resources;
 - Communicate regularly with volunteers and coordinate sign-ups for volunteer opportunities;
 - Work closely with the Program Coordinator, Program Assistant, and Outreach Coordinator in facilitating events aimed at new first-year, transfer, and non-traditional students;
 - Organize volunteers to support administrative staff in the Center;
 - Serve as an ambassador of the RCSGD and market our programs to students, academic departments, residence halls, and student organizations;
 - Engage and participate in programming efforts and administrative duties of the RCSGD.

Qualifications:

- Be a current UCSB student in good standing
- Attend a mandatory student staff training from September 12-21, 2022
- Attend a mandatory weekly staff meeting (Friday afternoons)
- Preferred experience in leadership positions and project management
- Excellent written and verbal communication skills
- Excellent organizational skills and managing competing priorities
- Cross team collaboration skills
- Goal-setting to set realistic deadlines and strategize daily, weekly, monthly and quarterly progress

For more information or questions regarding this job opportunity, please contact:

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**RESOURCE CENTER FOR
SEXUAL AND GENDER DIVERSITY**



UC SANTA BARBARA

Job Title: Outreach Coordinator

Department/Program: Resource Center for Sexual & Gender Diversity

Number of Openings: 1

Days/Hours & Duration of Job: Monday - Friday between 9:00AM – 8:00PM. Up to 13 hours/week.

Wage/Salary:

Employment Start Date: September 12, 2022

Application Deadline: May 1st at 11:59pm

About Resource Center for Sexual & Gender Diversity (RCSGD)

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The RCSGD uses intersectional and social justice lenses to work toward trans justice, queer justice, racial justice, and other forms of justice by examining and combating oppressive systems, including white supremacy, heterosexism, misogyny, patriarchy, and xenophobia.

For more information, please visit <http://rcsgd.sa.ucsb.edu/>

Job Description:

Work closely with the Program Coordinator to act as a liaison between the RCSGD and campus organizations, departments, and committees, and work with student organizations to create and foster collaborations and advocate for LGBTQ+ identities on campus.

Job Duties:

- Serve as the ambassador of the RCSGD and actively market our programs to students, academic departments, residence halls, and student organizations;

- Develop, sustain relationships, and collaborate with on-campus entities, including CAPS, Mental Health Peers, Office of Black Student Development, Educational Opportunity Program, Health and Wellness, Education Abroad Program, Associated Students, and the Residence Hall Association or direct them to the appropriate RCSGD staff member;
- Coordinate, organize and co-facilitate the Queer Trans Leadership Council with a Trans+ & Queer Commission Board member to build relationships with LGBTQ+ students, serve as a liaison between these groups and the center, and expand the center's reach beyond the Student Resource Building;
- Assist student organizations in organizing conference delegations, specifically in securing funding and arranging logistics and transportation to conferences (ex. QtPoCC, T-camp);
- Connect with the Program Coordinator to coordinate KCSB, The Daily Nexus, The Bottom Line, and other on-campus news outlets to create interview opportunities which increase exposure for RCSGD events, advocacy, and resources;
- Work closely in Winter Quarter with Trans and Queer Commission on UCSB's Pride Week in the Spring (Spring quarter Week 2);
- Work with the Volunteer Coordinator to arrange recurring tabling at alternating locations including the Arbor, SRB Lawn, Isla Vista, Residence Halls, etc to outreach and share resources with the campus community;
- Market the RCSGD events and other LGBTQIA+ focused events;
- Engage and participate in programming efforts and administrative duties of the RCSGD.

Qualifications:

- Be a current UCSB student in good standing
- Attend a mandatory student staff training from September 12-21, 2022
- Attend a mandatory weekly staff meeting (Friday afternoons)
- Working knowledge and understanding of UCSB organizations
- Experience in outreach and schedule coordination preferred
- Excellent written and verbal communication skills
- Excellent organizational skills and managing competing priorities
- Cross team collaboration skills
- Goal-setting to set realistic deadlines and strategize daily, weekly, monthly and quarterly progress

For more information or questions regarding this job opportunity, please contact:

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 quinnrioz@ucsb.edu

**RESOURCE CENTER FOR
SEXUAL AND GENDER DIVERSITY**



UC SANTA BARBARA

Job Title: Office Assistant

Department/Program: Resource Center for Sexual & Gender Diversity

Number of Openings: up to 3

Days/Hours & Duration of Job: Monday - Friday between 9:00AM – 8:00PM. Up to 17 hours/week.

Wage/Salary:

Employment Start Date: September 12, 2022

Application Deadline: May 1st at 11:59pm

About Resource Center for Sexual & Gender Diversity (RCSGD):

The RCSGD at UC Santa Barbara facilitates 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. RCSGD staff and volunteers, in collaboration with campus partners, promote the celebration, development, scholarship, and success of the LGBTQIA+ community through advocacy, education, programming, and resource creation and referral.

The RCSGD uses intersectional and social justice lenses to work toward trans justice, queer justice, racial justice, and other forms of justice by examining and combating oppressive systems, including white supremacy, heterosexism, misogyny, patriarchy, and xenophobia.

Previous RCSGD volunteers are highly encouraged to apply!

For more information, please visit <http://rcsgd.sa.ucsb.edu/>

Job Description:

Work closely with the Associate Director, Program Coordinator, Director, and other RCSGD student staff to create a welcoming, affirming, supportive, and vibrant space and assist with event promotion.

Job Duties:

- Attend to the RCSGD front desk including, but not limited to responding to phone calls and emails, greeting and assisting visitors, giving lounge tours, referring visitors to the appropriate staff or resource(s), and reserving the lounge for student organizations;
- Stay informed on the Center's programming efforts and share information about upcoming RCSGD, campus, and national events with the campus community through social media;
- Assist the RCSGD staff in advertising their events by posting on Social Media (including but not limited to Shoreline, Facebook, Instagram, Twitter) and managing event information and graphics;
- Manage the check-in/out procedures for the Center's library and computer lab;
- Coordinate with the Lounge Coordinator to replenish center supplies, including safer sex and menstruation resources, snacks, and front desk supplies;
- Keep all public areas clean and clutter free, including the Center's kitchenette area, Computer lounge, and the front desk;
- Maintain historical and statistical records for the Center, including documenting number of visitors per day, reasons for visits, satisfaction of visitors, and event attendance;
- Serve as an ambassador of the RCSGD and market our programs to students, academic departments, residence halls, and student organizations;
- Engage and participate in programming efforts of the Center, including working on special projects and planning events.

Qualifications:

- Be a current UCSB student in good standing
- Attend a mandatory student staff training from September 12-21, 2022
- Attend a mandatory weekly staff meeting (Friday afternoons)
- Desire to work with LGBTQIA+ communities
- Experience with customer service and/or cultivating a welcoming environment
- Excellent written and verbal skills
- Excellent organizational skills and managing competing priorities
- Experience with or knowledge of social media platforms, Shoreline, and Google Sheets
- Cross team collaboration skills
- Goal-setting to set realistic deadlines and strategize daily, weekly, monthly and quarterly progress

For more information or questions regarding this job opportunity, please contact:

Sky Limón
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 skylimon@ucsb.edu

**RESOURCE CENTER FOR
SEXUAL AND GENDER DIVERSITY**



UC SANTA BARBARA

Job Title: Indigenous Empowerment Coordinator

Department/Program: Resource Center for Sexual & Gender Diversity

Number of Openings: 1

Days/Hours & Duration of Job: Monday - Friday between 9:00AM – 8:00PM. Up to 13 hours/week.

Wage/Salary:

Employment Start Date: September 12, 2022

Application Deadline: May 1st at 11:59pm

About Resource Center for Sexual & Gender Diversity (RCSGD):

The RCSGD at UC Santa Barbara facilitates 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. RCSGD staff and volunteers, in collaboration with campus partners, promote the celebration, development, scholarship, and success of the LGBTQIA+ community through advocacy, education, programming, and resource creation and referral.

The RCSGD uses intersectional and social justice lenses to work toward trans justice, queer justice, racial justice, and other forms of justice by examining and combating oppressive systems, including white supremacy, heterosexism, misogyny, patriarchy, and xenophobia.

For more information, please visit <http://rcsqd.sa.ucsb.edu/>

Job Description:

Work closely with the Associate Director, Program Coordinator, and cultural organizations to center the Native and Indigenous communities in the Center's services and programs.

Job Duties:

- Serve as a point of contact for Native, Indigenous, Indigiqueer, and Two-Spirit students at the RCSGD; Build relationships with Native, Indigenous, and Two-Spirit students and invite them to spend time in the RCSGD Lounge and attend center events;

- Design, organize, and host events during the monthly Indigenous, Indigiqueer, & Two-Spirit Empowerment Hours;
- Provide one-on-one advocacy and support for Native, Indigenous, Indigiqueer, and Two-Spirit students as needed; including developing a reserve of knowledge of resources and on-campus referrals
- Represent Native, Indigenous, Indigiqueer, and Two-Spirit students and student organizations and advocate for their needs to RCSGD career staff, campus administrators, and on relevant committees;
- Manage and lead a group chat for Native, Indigenous, Indigiqueer, and Two-Spirit students to promote events, disperse resources, and gather feedback
- Co-facilitate a weekly discussion group in addition to Empowerment Hours with another RCSGD staff;
- Create accessible resources for Native, Indigenous, Indigiqueer, and Two-Spirit students
- Co-facilitate the Indigiqueer/Two-Spirit 101 Queer Trans Identities & Experience Seminar (QTies) with the Graduate Assistant for Education Initiatives, the Education Coordinator, and Associate Director;
- Work with Collective of Pueblos Originarios in Diaspora (CPOD), American Indian Indigenous Student Association (AIISA), Two-Spirit Alliance, and the American Indian Indigenous Academic Council on programming, resources, and retention work for Native, Indigenous, Indigiqueer, and Two-Spirit Students;
- Serve as an ambassador of the RCSGD and market our programs to students, academic departments, residence halls, and student organizations;
- Provide support with other discussion groups and events hosted by the RCSGD;
- Engage and participate in other programming efforts and administrative duties of the RCSGD.

Qualifications:

- Be a current UCSB student in good standing
- Attend a mandatory student staff training from September 12-21, 2022
- Attend a mandatory weekly staff meeting (Friday afternoons)
- Working knowledge and understanding of Two-Spirit student needs and resources
- Experience in planning and coordinating events preferred
- Excellent written and verbal communication skills
- Excellent organizational skills and managing competing priorities
- Cross team collaboration skills
- Goal-setting to set realistic deadlines and strategize daily, weekly, monthly and quarterly progress

For more information or questions regarding this job opportunity, please contact:

Sky Limón
 Associate Director of LGBT Resources
 skylimon@ucsb.edu

**RESOURCE CENTER FOR
SEXUAL AND GENDER DIVERSITY**



UC SANTA BARBARA

Job Title: Lounge Coordinator

Department/Program: Resource Center for Sexual & Gender Diversity

Number of Openings:

Days/Hours & Duration of Job: Monday - Friday between 9:00AM – 8:00PM. Up to 20 hours/week.

Wage/Salary:

Employment Start Date: September 12, 2022

Application Deadline: May 1st at 11:59pm

About Resource Center for Sexual & Gender Diversity (RCSGD):

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The RCSGD uses intersectional and social justice lenses to work toward trans justice, queer justice, racial justice, and other forms of justice by examining and combating oppressive systems, including white supremacy, heterosexism, misogyny, patriarchy, and xenophobia.

For more information, please visit <http://rcsqd.sa.ucsb.edu/>

Job Description:

Work closely with the Associate Director to supervise and delegate tasks to the RCSGD Office Assistants. The Lounge Coordinator will also work closely with RCSGD Staff to ensure the center and its programming is running as efficiently as possible.

Job Duties:

- Work closely with the Associate Director, Program Coordinator, Director, and other student staff to create a welcoming, affirming, supportive, and vibrant space;

- Supervise and assist with the training of Office Assistants regarding how to staff the front desk, maintain the lounge, and delegate tasks and special projects;
- Collaborate with the Associate Director to streamline processes and improve the workflow for the center;
- Develop Office Assistant training modules for future staff;
- Based on the needs of the RCSGD staff, recommend personal/professional development topics for weekly staff meetings throughout each quarter;
- Manage inventory of office supplies, programming supplies, and organize the RCSGD lounge closet;
- Work with the Marketing and Program Coordinator to support in the event planning process as well as marketing strategies;
- Coordinate scheduling recurring meetings for RCSGD staff including but not limited to: weekly staff meetings, Office Assistant monthly meetings, and front desk coverage;
- Assist the Career Staff team in ordering materials for the center via gateway, amazon, and other online vendors;
- Track packages received at the center and complete backup documentation process;
- Reserve rooms for quarterly events/meetings such as but not limited to: the Art Gallery, IdentiTEAs, weekly discussion groups, weekly staff meetings, and Office Assistant monthly meetings.

Qualifications:

- Be a current UCSB student in good standing
- Attend a mandatory student staff training from September 12-21, 2022
- Attend a mandatory weekly staff meeting (Friday afternoons)
- Desire to work with LGBTQIA+ communities
- Must have experience supervising a team
- Experience with customer service and/or cultivating a welcoming environment
- Attention to detail to ensure all specifications are met
- Excellent written and verbal communication skills
- Excellent organizational skills and managing competing priorities
- Cross team collaboration skills
- Goal-setting to set realistic deadlines and strategize daily, weekly, monthly and quarterly progress
- Experience with or knowledge of social media platforms, Shoreline, and Google Sheets

For more information or questions regarding this job opportunity, please contact:

Sky Limón
 Associate Director of LGBT Resources
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**RESOURCE CENTER FOR
SEXUAL AND GENDER DIVERSITY**



UC SANTA BARBARA

Job Title: LGBTQIA+ Wellness Coordinator

Department/Program: Resource Center for Sexual & Gender Diversity

Number of Openings:

Days/Hours & Duration of Job: Monday - Friday between 9:00AM – 8:00PM. Up to 10 hours/week.

Wage/Salary:

Employment Start Date: September 12, 2022

Application Deadline: May 1st at 11:59pm

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The RCSGD uses intersectional and social justice lenses to work toward trans justice, queer justice, racial justice, and other forms of justice by examining and combating oppressive systems, including white supremacy, heterosexism, misogyny, patriarchy, and xenophobia.

For more information, please visit <http://rcsqd.sa.ucsb.edu/>

Job Description:

Under the general direction of the RCSGD Program Coordinator, the Wellness Coordinator contributes to the overall mission of the Resource Center for Sexual and Gender Diversity to develop and deliver holistic wellness programs for students served by the RCSGD. Works closely with the Program Coordinator, Graduate Assistant for Wellness, Health Equity Advocate, Mental Health Peers (CAPS), Health & Wellness, and other organizations to develop intersectional wellness programming for students of many and varied identities.

Job Duties:

- Serve as a point of contact for undergraduate students at the RCSGD in need of wellness programming and services
- Act as liaison between the RCSGD and other campus departments and student organizations regarding mental, emotional, and physical wellbeing.
- Build relationships with students and invite them to spend time in the RCSGD Lounge and to attend center events
- Works with the Graduate Assistant for Wellness to design, organize, and host events focused on mental, emotional, and physical well-being
- Works with the Health Equity Advocate & Graduate Assistants to assess and advocate for improved health services/procedures for students, with special attention to those experiencing multiple marginalization
- Provide one-on-one advocacy and support for students as needed
- Represent wellness needs of students and student organizations to RCSGD career staff, campus administrators, and on relevant committees
- Be actively involved in wellness programming on and off campus, including collaborating with other campus departments, and student organizations
- Serve as an ambassador of the RCSGD and market our programs to students, academic departments, residence halls, and student organizations
- Engage and participate in other programming efforts and administrative duties of the Center

Qualifications:

- Be a current UCSB student in good standing
- Working knowledge and understanding of wellness needs and resources for the LGBTQ+ community and students of intersecting identities
- Attend a mandatory student staff training from September 12-21, 2022
- Attend a mandatory weekly staff meeting
- Experience in planning and coordinating events preferred
- Excellent written and verbal communication skills
- Excellent organizational skills and managing competing priorities
- Cross team collaboration skills
- Goal-setting to set realistic deadlines and strategize daily, weekly, monthly and quarterly progress

For more information or questions regarding this job opportunity, please contact:

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**RESOURCE CENTER FOR
SEXUAL AND GENDER DIVERSITY**



UC SANTA BARBARA

Job Title: Programming Assistant

Department/Program: Resource Center for Sexual & Gender Diversity

Number of Openings: 1

Days/Hours & Duration of Job: Monday - Friday between 9:00AM – 8:00PM. Up to 10 hours/week.

Wage/Salary:

Employment Start Date: September 12, 2022

Application Deadline: May 1st at 11:59pm

About Resource Center for Sexual & Gender Diversity (RCSGD):

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For more information, please visit <http://rcsqd.sa.ucsb.edu/>

Job Description:

The RCSGD Programming Assistant supports the Program Coordinator and other RCSGD Staff with organizational aspects of RCSGD event vision, coordination, and implementation.

Job Duties:

- Collaborate with the Program Coordinator to manage the recurring RCSGD events and develop original programming in collaboration on-campus departments and student organizations;

- Research different event ideas and guest speakers that highlight LGBTQIA+ communities and their intersecting identities;
- Research and request funding from different organizations and Associated Students entities to support the RCSGD programming calendar;
- Assist the Program Coordinator in managing the LGBTQIA+ Mentorship Connection including but not limited to: recruiting mentors and mentees, coordinating Pairing Day, co-facilitating mentee and mentor orientations, creating marketing materials, and organizing socials;
- Work closely with the Program Coordinator, Marketing Coordinator, and Office Assistants to ensure event marketing materials are being created and shared widely;
- In collaboration with the Program Coordinator, assess RCSGD programs and analyze Shoreline and event feedback;
- Assist the Program Coordinator during major events and/or events requiring extra/special preparation presented by the RCSGD;
- Serve as an ambassador of the RCSGD and market our programs to students, academic departments, residence halls, and student organizations
- Engage and participate in other programming efforts and administrative duties of the Center.

Qualifications:

- Be a current UCSB student in good standing
- Attend a mandatory student staff training from September 12-21, 2022
- Attend a mandatory weekly staff meeting (Friday afternoons)
- Working knowledge and understanding of queer and trans student needs and resources
- Experience in planning and coordinating events
- Excellent written and verbal communication skills
- Excellent organizational skills and managing competing priorities
- Cross team collaboration skills
- Goal-setting to set realistic deadlines and strategize daily, weekly, monthly and quarterly progress

For more information or questions regarding this job opportunity, please contact:

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Job Announcement: Graduate Assistant for LGBTQIA+ Wellness

The UCSB Resource Center for Sexual and Gender Diversity (RCSGD) is seeking a Graduate Student Assistant for Wellness. 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 improve the wellness of LGBTQ graduate students and their needs.

This role will develop 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, CAPS, Health & Wellness, the Health Equity Advocate and other associated UCSB community members to create mental, emotional, and physical wellbeing initiatives for queer and trans graduate students at UCSB. This position will support other full-time, graduate, and undergraduate members of the center staff. Supervises the RCSGD Wellness Coordinator. Students at any point in their graduate programs are welcome to apply.

CORE RESPONSIBILITIES:

- Organize, host, and evaluate quarterly LGBTQ graduate student programming
- Supervises the RCSGD Wellness undergraduate Coordinator
- Serve as a liaison between RCSGD and Graduate Students Association (GSA), Queer and Trans Graduate Student Union (QTGSU), the Graduate Division, Health & Wellness, CAPS, Student Health, and other campus departments and organizations
- Serve as the RCSGD Liaison on the Queer and Trans Graduate Student Union Board;
- Plan and facilitate annual Town Hall focused on the wellness needs and concerns of LGBTQ graduate students
- 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 wellness 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 wellness program and service development, including grant funding opportunities
- Represent the Center at various events and outreach activities geared toward graduate students health and wellbeing
- Communicate clearly, thoughtfully, and professionally in all interactions and materials representing the RCSGD
- Assist with the planning and execution of RCSGD events 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
- Understanding of the mental, physical, and/or emotional health needs of graduate and/or undergraduate students
- Knowledge of LGBTQ health 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 developing and hosting wellness programs
- Experience providing mentorship in an educational or professional setting

COMPENSATION AND DURATION:

- \$18/hour, maximum: 10 hours per week.
- This position begins on September 12, 2022, and will extend through June 2023.
- The successful candidate must be available to participate in the RCSGD's annual staff training from September 12th to 21st.
- 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.

Application Deadline: May 1st at 11:59pm

For more information or questions regarding this job opportunity, please contact:

Quinn Rioz
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