

**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:** 3

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

**Wage/Salary:**

**Employment Start Date:** September 21, 2020

**Application Deadline:** May 4, 2020, at 9:00am

**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 Associate Director, Program Coordinator, Director, and other student staff to create a welcoming, affirming, supportive, and vibrant space.

**Job Duties:**

- Attend to the RCSGD front desk including, but not limited to, answering phones, greeting and assisting visitors, giving lounge tours, referring visitors to the appropriate staff or resource, and reserving the lounge for student organizations
- Keep up-to-date on the Center's programming efforts, share with visitors, and advertise programming
- Oversee the check-in/out procedures for the Center's library and Cyber Center
- Coordinate the replenishment of 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 and the front desk
- Maintain historical and statistical records for the Center, including documenting number of visitors per day, reasons for visits, and satisfaction of visitors
- 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 on September 21 to 25, 2020
- Attend a mandatory weekly staff meeting
- Desire to work with LGBTQ communities
- Experience with customer service and/or cultivating a welcoming environment
- Excellent written and verbal skills
- Previous RCSGD volunteers are highly encouraged to apply!

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

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