Assistant to the Director Job Description

The Office of Lesbian, Gay, Bisexual, and Transgender Life seeks an Assistant to the Director of the Office of LGBT Life for the 2014-2015 academic year.

Duties include:

- Regular meetings and check-ins with the Director of the Office of LGBT Life
- Assistance with special projects
- Management of logistics of Office programs including the Queer Discussion Groups
- Perform general office assignments including:
  - Answering phones
  - Greeting Office visitors
  - Running errands
  - Filing and assisting with paperwork
  - Completing mailings
  - Making copies and scanning documents
- Other duties as assigned

Applicants must:

- Be an undergraduate student at Emory who qualifies for Federal Work Study
- Have knowledge of diverse student populations including the LGBTQ communities
- Be able to work independently and as a team
- Identify potential tasks and take initiative to complete them
- Be detail-oriented
- Possess written communications skills

Preferred qualifications:

- Previous work with LGBTQ student populations
- Familiarity with Microsoft Office

Working at the Office of LGBT Life helps prepare students for positions in non-profit, academic and corporate environments, including diversity offices, public relations, marketing, journalism, and community/governmental environments.
The pay rate for this position starts at $7.50/hour and increases based on experience and qualifications. If you are interested or want more information, please contact Danielle M. Steele at dmsteel@emory.edu.

Learning Outcomes

- Identify latest and most useful resources for LGBTQ students
- Describe ways in which Emory community members can become involved with the LGBTQ communities at Emory and/or the Office of LGBT Life
- Identify resources available to LGBTQ students at Emory
- Solve office-related problems or concerns when professional staff are unavailable
- Support fellow office assistants and work as part of a team
- Construct and maintain databases