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 upcoming 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 dmsteele@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