Graduate Assistant Job Description

The Office of Lesbian, Gay, Bisexual, and Transgender Life seeks a Graduate Assistant for the 2015-2016 academic year to coordinate several educational and professional development programs. Please refer to the Office website (www.lgbt.emory.edu) for more detailed descriptions of these programs.

Duties include:

- Coordination, advertising, and attendance of the Office’s Queer Connections programs including (15% - 3 hrs/week):
  - Annual Out at Work Panel
  - Queer Eats and Queries lunches and dinners (one per semester)
  - “Out In” networking nights (four per academic year)
- Coordination, facilitation, and development of additional materials for Q-Leaders/Q-Tips program (25% - 5 hrs/week):
  - Recruit, select, train and supervise Q-Leaders
  - Coordinate advertising
  - Manage program schedule
- Coordinate annual programs and special events including but not limited to (15% - 3 hrs/week):
  - Celebrate Bisexuality Day
  - Transgender Day of Remembrance
  - World AIDS Day
  - National Coming Out Day
  - Out @ Emory visibility events
- Social Media (25% - 5 hrs/week):
  - Manage master calendar
  - Post events via Facebook and Twitter
- Assistance with special projects and represent the Office of LGBT Life (10% - 2 hrs/week):
  - Table at open houses and orientations
  - Drafting official communications from the Office
  - Creating “Year in Review” slideshow for Annual Pride Awards
- Perform general office assignments including (10% - 2 hrs/week):
  - Answering phones
  - Greeting Office visitors
  - Running errands
  - Filing and assisting with paperwork
Completing mailings
Making copies and scanning documents

Applicants must:

- Be a graduate or professional student at Emory with at least one academic year remaining in their Emory career
- Have knowledge of diverse student populations including the LGBTQ communities
- Have well-developed facilitations skills, especially as related to diversity materials and activities
- Be able to work independently and as a team
- Identify potential tasks and take initiative to complete them
- Be detail-oriented
- Possess written and oral communications skills

Preferred qualifications:

- Previous work with LGBTQ populations, particularly LGBTQ students
- Experience with marketing and advertising
- Familiarity with Microsoft Office and/or Adobe Suite
- Experience with various social media platforms including Facebook and Twitter

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 is $14.00-18.00 per hour based on experience and qualifications, and the assistant will work approximately 10-20 hours per week with some evening and weekend work. Flexibility is available when making work schedules. If you are interested or want more information, please contact Danielle M. Steele at dmsteel@emory.edu.

Students working as graduate assistants in the Office of LGBT Life will be able to:

- Develop curricular materials as related to LGBTQ issues and topics of diversity
- Demonstrate effective means of communication with multiple constituencies
- Construct and implement Office programs from inception to completion
- Identify the latest and most useful resources for LGBTQ students at Emory
- Describe ways in which Emory community members can become involved with the LGBTQ communities at Emory and/or the Office of LGBT Life
- Solve office-related problems or concerns when professional staff are unavailable
- Support fellow office assistants and work as part of a team