

GRAND VALLEY STATE UNIVERSITY  
**Milton E. Ford LGBT Resource Center**  
College Student Affairs Leadership (CSAL)  
Milton E. Ford LGBT Resource Center Graduate Assistant

**Job Description:**

The graduate assistant is an integral member of the LGBT Resource Center staff. The graduate assistant will have the opportunity to gain knowledge and experience in a variety of areas, including program development and delivery, administration, assessment, budgeting, marketing, communications, and student support rooted in an intersectional social justice framework.

**Responsibilities:**

- Support university, division, and department mission, vision, and values
- Build and maintain collaborative and supportive relationships with students, faculty, and staff
- Develop, coordinate, facilitate, and assess Center programs, including First-year Queer Alliance
- Co-supervise student facilitators for First-year Queer Alliance
- Engage in proactive outreach to support student success and retention efforts
- Coordinate and implement annual celebrations, including annual awareness days and Lavender Graduation
- Attend and coordinate student conference participation when applicable
- Maintain and compile evaluation and assessment data for all Center programs and events
- Develop and coordinate the Center's social media presence and online promotional efforts

**Expectations:**

- Demonstrated interest in social justice issues
- Ability to explain complicated concepts
- Familiarity with, or ability to learn, interpersonal and cultural practices for creating safe and affirming environments
- Ability to multi-task and prioritize competing deadlines
- Ability to communicate effectively with students and staff
- Ability to collaborate with and support student facilitators
- Ability to work independently and ask questions when necessary
- Ability to manage social media platforms

**Qualifications:**

- BA/BS & acceptance to the GVSU Master of Education Program.
- Strong verbal and written communication skills
- Ability to manage multiple tasks while maintaining attention to detail
- Ability to work independently and meet deadlines
- Familiarity with, or interest in, issues impacting LGBTQIA+ communities

**Work Environment:**

This position will hold office hours in the LGBT Resource Center on the Allendale Campus. Some hours may be completed remotely. A desktop computer and laptop will be provided.

**Expected learning outcomes/professional competencies:**

Student facilitator supervision and development; data collection, management, and analysis; program development, implementation, and assessment; social media and promotional communication.

**Supervision/Collaboration with organization:**

The LGBT Resource Center Graduate Assistant should expect to participate in all of the following: weekly center staff meetings, weekly 1:1s with supervisor, weekly program planning meetings with student facilitators, and periodic (2-4 times/year) division or other meetings. The GA will be supported in professional development interests and activities. A formative evaluation will take place at the end of Fall semester, and a summative evaluation will be completed at the end of Winter semester.

**Additional Information:**

Regular evening hours and occasional weekend hours required to accommodate student programs.

When applicable, the Graduate Assistant will help coordinate student attendance at the Midwest Bisexual Lesbian Gay Transgender Asexual College Conference. This conference takes place over a weekend and involves travel out of Grand Rapids. Hours will be flexed accordingly to accommodate time spent.

**Terms of appointment:**

The position will work 20 hours per week for 10 months. This position is open to full-time graduate students in the Adult & Higher Education and/or College Student Affairs Leadership (CSAL) programs. Other degree programs may be considered.

A tuition waiver covers **21 graduate credit hours per academic year** and includes a stipend of \$9000. This is a one-year appointment with an opportunity for renewal for the 2022-2023 academic year.

**Contact Information:**

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For more information on the College of Student Affairs and Leadership master's program and application process visit <http://www.gvsu.edu/csdl/>