

Center for Sexualities and Gender Diversity - Graduate Assistant Position Duties 2017-18

Supervisor Name: Sarah Holmes

Supervisor Email: sarah.e.holmes1@maine.edu

Please describe the primary job duties of this graduate assistant position:

- Oversee daily operations of the Center for Sexualities and Gender Diversity (CSGD)
- Hire, train, schedule, and supervise 5 to 7 work-study student employees
- Event planning (with assistance of student employees, interns, and colleagues) related to sexual orientation, gender identity and expression, and other LGBTQ+ topics
- Coordinate and facilitate trainings for the USM Safe Zone Project
- Market and promote the CSGD (including website content, social media, email communication, fliers, etc.)
- Collaborate with The Well, Multicultural Resource Center, Veteran's Resource Center, USM Health and Counseling, USM Campus Activities, and other affiliated departments
- Meet with key stakeholders around USM (and, as appropriate, the off campus community) to discuss LGBTQ+ topics

Please list any other obligations or expectations of this graduate assistant position:

- Assist with programming related to the USM Campus Safety Project
- Assist with supporting the Queer Straight Alliance and the Rainbow Floor
- Assist with office coverage and administration of the Campus Life Office and Information Desk in Woodbury Campus Center
- Collaborate with community partners for resources and/or supplies
- Occasional evening or weekend hours may be requested

Compensation: Monthly stipend of \$1000/month September through May (9 months) in exchange for 20 hours per week.

Plus the option of beginning in August for \$11.28/hour for up to 18 hours/week (approximately \$1000 for the month of August).

Please submit a resume and cover letter to Sarah Holmes at sarah.e.holmes1@maine.edu