

Graduate Assistant for
The Q Center, an LGBTQIA Resource and Education Center
Job Description

I. General Responsibilities

The Graduate Assistant (GA) is a graduate student (pre-professional) position that supports the RIT Q Center. Throughout the academic year, the GA will report to the Assistant Director of Campus Life - Q Center. The GA will work up to 20 hours per week during fall and spring semesters. Summer hours are negotiable. During fall orientation week, the GA may be required to work additional hours and to participate in events and departmental trainings. GA must have meaningful experience with queer and trans students to be considered for this position.

II. Specific Responsibilities

- a. Participate in Safe Zone (LGBTQIA cultural competency) trainings and preparation one week before the start of the fall semester.
- b. Create and support the development, delivery, and assessment of campus-wide cultural competency and educational programs and events, including training, workshops, retreats, and 1-1 support across departments and functional areas.
- c. Outreach to students; create fun and supportive safe spaces.
- d. Work closely with the coordinator to create, track, and assess Q Center programs, beginning with Lavender Tour during orientation week and ending with Rainbow Graduation in the Spring Semester.
- e. Perform general office tasks including reception, opening and closing the Center, managing library resources and IT systems, managing supplies, maintaining a safe space for visitors, and assisting with communication with students and other departments.
- f. Produce social media communication with constituencies.
- g. Create visually interesting materials to promote programs and messaging.
- h. Maintain visitor data, mailing lists, queer student and faculty group information, and other data that is necessary for tracking, assessment, and communications.
- i. Other duties as assigned.

III. Compensation

\$14/hour for up to 20 hours/week (for the academic year including fall and spring semesters);

IV. Openings: 1-2

V. Reporting Relationship

The GA reports to the Assistant Director for Campus Life – The Q Center.

VI. Application Procedure

For questions or to apply for this position, please email Dr. Hinesley, Q Center Assistant Director of Campus Life – The Q Center, and include your CV or resume and a letter explaining your interest and qualifications: chhgs@rit.edu