

## **Graduate Assistant Position Descriptions James Madison University Sexual Orientation, Gender Identity and Expression (SOGIE)**

Below are two graduate assistant position descriptions:

- SOGIE Education GA
- SOGIE Outreach GA

### **SOGIE Education GA**

Position Purpose: Support SOGIE by supervising students, planning events, facilitating programs, and creating educational content. (20 hr/wk)

Job Duties & Responsibilities:

1. Supervise the SOGIE Educational Coordinator and the SOGIE Peer Education team, including weekly 1:1s with Education Coordinator and bi-weekly 1:1s with Peer Educators.
2. In collaboration with SOGIE education coordinator, oversee planning and implementation of educational events including Out On Campus and additional workshops.
3. Support SOGIE social media posts, especially posts on educational material and the peer education team.
4. In collaboration with the SOGIE education coordinator, create and lead the SOGIE peer education training and meetings.
5. Attend all departmental meetings, including 1:1 with supervisor, SOGIE staff meeting, and peer education meetings.
6. Assist in the development and implementation of annual events such as Trans Day of Remembrance, Lavender Graduation, and others.
7. Facilitate LGBTQ+ trainings and workshops with Assistant Director.
8. Support Assessment efforts of SOGIE programs.
9. Research and learn about LGBTQ+ identities, best practices in higher education, social justice and inclusion, and anti-racism.

### **SOGIE Outreach GA**

Position Purpose: Support SOGIE by supervising students, planning events, facilitating programs, and creating educational content. (20 hr/wk)

Job Duties & Responsibilities:

1. Supervise the SOGIE Outreach Coordinator, including weekly 1:1s with Outreach Coordinator.
2. With the SOGIE Outreach Coordinator, coordinate the SOGIE volunteer program, including advertising, recruitment, training, facilitating meetings, building relationships, holding accountable to expectations, and tracking involvement points.
3. Collaborate with GA in CMSS to oversee the production of the podcast “Let’s Get DEEP”.

4. Over the SOGIE Social Media plan by scheduling out posts on educational topics, heritage months, awareness days, and staff features for each semester.
5. Attend all departmental meetings, including 1:1 with supervisor, SOGIE staff meeting, and volunteer meetings.
6. Maintain a clean, accessible, and inclusive program space, including managing the self-expression closet and the resource library.
7. Support program planning through oversight of marketing, collaborative communication with partners or speakers, volunteer sign-ups, and facilitation.
8. Represent SOGIE on various commitments, such as the SOGIE Advisory Board and the THRIVE Advisory Board.
9. Research and learn about LGBTQ+ identities, best practices in higher education, social justice and inclusion, and anti-racism.

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