



## **OSI LGBTQIA Programs and Services Graduate Assistant**

UMKC's Division of Student Affairs has opportunities for graduate students who want to gain practical experience in an urban campus environment. The Division seeks to enhance students' experiences at UMKC by providing vital co-curricular programs and support services that help students reach their academic goals. The Division of Student Affairs offers 10-month graduate assistantships.

Graduate Assistants in these highly competitive 10-month positions are an integral part of the Office of Student Involvement team. OSI Graduate Assistants are directly involved in the daily operations of Office of Student Involvement. Qualifications include excellent administrative, planning, organizational, communication (verbal and written), and computer skills. Candidates must be team-oriented, have initiative, be self-motivated and exceed expectations. Preference will be given to candidates who are interested in pursuing a career in Higher Education or other related fields, *and* have student leadership experience.

This position reports to the Assistant Director of LGBTQIA Programs and Services.

Specific Responsibilities include, but are not limited to:

### **Office of Student Involvement Graduate Assistant Responsibilities (20%)**

- Cover Office of Student Involvement desk responsibilities when work-study students are not available
- Work assigned extended hours and opening coverage for OSI (as-needed)
- Work tabling and other promotional events for the Office of Student Involvement at UMKC
- Provide administrative support to Office of Student Involvement staff (as-needed)
- Assist programming larger OSI initiatives including: Week of Welcome (August), Family Weekend (September), Founders Week (October), Court Warming (February), Rootopia (Spring), and Stress Less Fest (December and May)

### **LGBTQIA Programs and Services Responsibilities (80%)**

- Coordinate, schedule, record, and assess Peer Education workshops
- In coordination with the Assistant Director: create, implement, and assess support programming like discussion groups and peer mentorship
- Communicate and build relationships with faculty, staff, and student organizations in order to promote LGBTQIA outreach initiatives and trainings
- Assist in facilitating Safe Space and LGBTQIA 101 programs for classrooms, organizations, or offices
- Assist with the advising and support of UMKC LGBTQIA student organizations, leaders, and volunteers
- Regularly attend student organization events and meetings
- Facilitate LGBTQIA student organization retreats and team building workshops
- Assist in the coordination of at least one educational program each month during the academic year
- Assist with planning, organizing, and implementing the Lavender Graduate and Pride Awards Banquet
- Coordinate publicity and promotion of LGBTQIA Programs and Services, through print, social media, and tabling opportunities

## Qualifications

- Demonstrated leadership experience
- Strong interest in mentoring and developing students
- Ability to work effectively with diverse populations of students
- Willingness to work evening and weekend hours
- Excellent decision-making and time management skills
- Ability to establish and maintain effective student, staff, and community relationships/partnerships
- Graduate assistants must be enrolled in a minimum of 9 credit hours of graduate study at UMKC and must remain in good academic standing throughout the assistantship
- Graduate assistants are hired for 10 months of employment at approximately 20 hours per week. Certain assistantships do require students to work in the evenings and weekends. Graduate Assistants are paid during student vacation periods and are expected to be available for work. Their academic careers are a priority and work schedules are set accordingly.

## Compensation

- \$800 per month for 10 months
- 3 credit-hour remission with full-time enrollment
- 20 hours a week
- Flexible work schedule is promoted