Description
The Graduate Assistant position in the Gay, Lesbian, Bisexual, and Transgender Resource Center entails being an advocate for inclusion of the LGBTQ+ Community at Texas A&M University. Qualified candidates can demonstrate knowledge of intersectionality, LGBTQ+ student needs, as well as those of the larger population of Texas A&M University. The position requires being able to work independently as well as collaboratively with an array of stakeholders across campus and in the community. Candidates must have a passion for engaging with students and building relationships.

Student Learning Outcomes
- Students will empathize and connect with individuals different from themselves.
- Students will enhance skills in the planning and implementing of large-scale campus programs.
- Students will evaluate, integrate, and apply appropriate information from various sources to enhance large scale presentations for a faculty, staff, and students.

Primary Responsibilities Include
- The planning and implementation of large-scale programming for the Resource Center such as, but not limited to, The Coming Out Monologues, Lavender Graduation Celebration, LGBTQ+ Awareness Week, Rainbow Resource Fair, and Coming Out Week
- Relationship building with students and community members at Texas A&M and the Bryan/College Station area
- The development and facilitation of presentations for Texas A&M faculty, staff, and students on topics related to the LGBTQ+ community
- Assisting with the management and professional development of student employees of the Center
- Serving as a contact for resources and referrals for Texas A&M University students and campus constituents
- Maintaining relationships with student organizations, student leaders, and student advisors
- Representing the Center through outreach efforts including staffing resource tables at university events
- The development content to enhance Center’s web presence and publications
- Assisting with programmatic evaluations and assessments
- Serving on Offices of the Dean of Student Life Committees as appropriate
- Some night and weekend requirements
- Other opportunities as they arise

Required Qualifications
- Currently enrolled full-time Texas A&M University graduate student who is taking coursework and graduating no earlier than May 2021
- Must be in good standing with the University (Texas A&M University Student Rules, 27)
- Ability to complete 20 hours/week from 8:00 a.m. – 5:00 p.m. Monday-Friday
- Available some nights and weekends
- Demonstrate knowledge and understanding of LGBTQ+ issues and needs
- Comfortable working in a diverse and inclusive environment
- Excellent oral and written communications skills, as well as the ability to deliver quality customer service (online or in-person)
- Experience with Microsoft Word, PowerPoint, and Excel applications
- Have a professional attitude and a friendly, positive approach to your work
• Be a problem-solver and self-starter who enjoys working in a team-oriented environment
• Demonstrate an interest in the Center’s overall mission and goals

Preferred Qualifications
• Experience with Canva, Mail Chimp, Google Suite, and Microsoft Outlook
• Social media management experience

Salary/Compensation
• $13.25 per hour - 20 hours per week for the 2019-2020 academic year
• University Health Insurance available after the University required waiting period
• $750 professional development fund allocation per year

To Apply
Please email a cover letter, current resume, and the names and contact information of three professional or academic references to glbt@tamu.edu.