Graduate Assistant for LGBTQ+ Student Outreach & Support

Position is for the 2021-2022 academic year

Overview

Student Outreach and Support Services provides outreach, support and resources for Lesbian, Gay, Bisexual, Transgender, & Questioning/Queer (LGBTQ+) students and allies.

The Graduate Assistant for LGBTQ+ Student Outreach & Support serves as a paraprofessional staff member and will be responsible for assisting the Director in serving as a liaison for LGBTQ+ students, supporting community and identity development of LGBTQ+ students and offering educational opportunities for the BC community regarding LGBTQ+ issues and concerns. The primary lens of this position is student formation and development.

Position Responsibilities

Programming and Training:
- Assist with the planning, management, and implementation of educational and community development programming to support the LGBTQ+ student community on campus.
- Update and maintain the LGBTQ+ Resource Guide and web presence of LGBTQ+ resources.
- Assist with the planning, management, and implementation of the Spectrum Retreat program for LGBTQ+ undergraduate students.
- With the Director, implement trainings for staff, faculty and students regarding supporting LGBTQ+ students.

Student Support and Leadership Development:
- Provide support to LGBTQ+ students in 1:1 and/or group settings, including running a weekly support/discussion group for students.
- Support with the recruitment, selection and training for the Spectrum Retreat student Leads.
- Support our mentoring program, Pride Peers with the assistance of another Graduate student.

Other Duties and Responsibilities:
- Attend trainings and meetings as needed.
- Meet weekly with the Director.
- Conduct research (literature review, peer institution benchmarking) for use in policy development, programming, and other needs.
- Represent the Student Outreach and Support Services at various institutional events.
- Completing other duties as assigned.
Important information

Office Hours (12-20 hours/week)
The Graduate Assistant is expected to maintain the required amount of office hours per week, spread over at least several days per week. Evening and weekend hours for programming are required and the Graduate Assistant must be available to attend an off campus retreat over a weekend in February 2022. Office hours will be determined within the first week of classes each semester.

Requirements and Qualifications
- Enrollment in a Boston College postgraduate program, priority will be given to applicants enrolled in a multi-year program.
- Ability to work comfortably with a diverse population of students.
- Experience working with LGBTQ+ students and/or a strong understanding of the experience and needs of the LGBTQ+ community.
- Respect for Boston College’s Catholic, Jesuit heritage and its intersection with LGBTQ+ issues.
- Ability to lead trainings and presentations to diverse audiences.
- Ability to handle multiple tasks in a fast-paced environment.
- Strong communication, organization, and interpersonal skills.
- Understanding of sensitive and, at times, confidential nature of this work.
- Experience planning and implementing educational programming and presenting to groups preferred.

Dates of Employment and Compensation Information
The preferred dates of appointment are August 16, 2021 through May 20, 2022, with the start date being flexible and significant time off over winter break. There is also opportunity to continue in the position during summer 2022.

This is an hourly position, $15/hour compensation, 12-20 hours/week.

Application information:
Interested applicants should send cover letter and resume to Caroline Davis, caroline.davis.2@bc.edu.