Graduate Assistant for LGBTQ+ Student Outreach & Support

Position is for the 2019-2020 academic year

Overview

The Office of the Dean of Students Office is committed to enhancing the quality of student life outside of the classroom and to foster a campus culture that welcomes diversity, embraces inclusivity, promotes dialogue, and creates a safe and supportive environment for all. To support this mission, the Associate Dean for Student Outreach & Support provides 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 Associate Dean in acting as a liaison for LGBTQ+ students, supporting community and identity development of 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 the Spectrum Retreat program for LGBTQ+ undergraduate students.
- 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.
- With the Associate Dean, 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.
- Oversee and lead the recruitment, selection and training for the Spectrum Retreat student Leads.
- Support the Pride Peer Program, which is a mentoring and leadership development program for LGBTQ+ students.

Other Duties and Responsibilities:

- Attend trainings and meetings as needed.
- Meet weekly with the Associate Dean.
- Serve as a liaison to and collaborate with various offices and LGBTQ+ student organizations on campus to identify areas of concerns and needs of the community, including serving on the Office of the Dean of Students LGBTQ+ Student Life Committee.
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OFFICE OF THE DEAN OF STUDENTS

- Conduct research (literature review, peer institution benchmarking) for use in policy development, programming, and other needs.
- Represent the Office of the Dean of Students at various institutional events.
- Completing other duties as assigned.

**Important information**

**Office Hours (20 hours/week)**
The Graduate Assistant is expected to maintain the required amount of office hours per week, spread over at least three days per week. Evening and weekend hours for programming are required and the Graduate Assistant must be available to attend a full weekend retreat in February 2020. 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.
- 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 Contract and Compensation Information**
The preferred dates of appointment are August 1 to December 10, 2019 and January 13 to May 1, 2020, with the start date being flexible. There is also opportunity to continue in the position during summer 2020.

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

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