

## GRADUATE ASSISTANTSHIP IN LGBTQ AFFAIRS (PART-TIME)

Department: LGBTQ+ Affairs Reports to: LGBTQ+ Coordinator and Director of Multicultural Affairs

**PRIMARY PURPOSE:** Raise awareness among the Rhode Island College community on a wide range of LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer and Questioning and other gender and sexual orientation minorities). Provide programming and outreach initiatives on a variety of related topics and offer support, assistance and referral services to Rhode Island College LGBTQ students, faculty, and staff, as necessary.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:** • Coordinate educational programming initiatives on LGBTQ+ issues.

- Manage the day-to-day operations of LGBTQ+ visibility initiatives, including but not limited to: social media management, inter-campus communications, programming support
- Coordinate periodic assessments of LGBTQ+ needs within the campus community with support of the LGBTQ+ Coordinator and the larger Community, Equity and Diversity Division
- Form and maintain partnerships with community agencies.
- Serve as an LGBTQ+ Affairs liaison to student organizations, as well as student support and academic departments.
- Other duties as assigned.

**Qualifications:** The graduate assistant must be admitted to a graduate degree program at Rhode Island. Experience working advocating or promoting LGBTQ+ and related issues is preferred. Candidates must be well organized, have the ability to relate well with students and must communicate effectively, orally, and in writing. Knowledge of and proficiency with computer software applications (Microsoft Office programs) is helpful.

**Student Outcomes:** Students participating in the LGBTQ+ Affairs graduate assistantship will gain experience managing various campus platforms, develop planning and organization skills, work with a diverse population, and have the opportunity to advocate for LGBTQ+ issues and rights. The graduate assistant also will develop a significant understanding of complex organizational behavior.

**Application Procedures:** For priority consideration, graduate students interested in applying for the LGBTQ+ Affairs graduate assistantship should submit a letter of application and resume to Chris Susi IMA, LGBTQ+ Coordinator, at [csusi@ric.edu](mailto:csusi@ric.edu).