**PRIDE CENTER GRADUATE ASSISTANT - JOB DESCRIPTION**

**Cross Cultural Centers (Gender Equity, Pride and MultiCultural Centers) - Cal Poly, San Luis Obispo**

**lll**

**APPOINTMENT:** 2017-2018 Academic Year (September 14, 2017– June 8, 2018)

**OFFICE HOURS:** 20 Hours per week, including some nights and weekends.

**SALARY RANGE:** $12-$15/ hour depending on experience

**POSITION PURPOSE:** The Pride Center graduate assistant (GA), will primarily assist and support with programs and services for the Pride Center. The GA will be responsible for working with the Pride Center’s undergraduate student assistants, volunteers, and professional staff. A GA will be chosen based on their communication abilities, proven leadership experience, effectiveness in advocating for underrepresented populations and social issues, and potential to contribute to the mission and goals of the Pride Center.

**PRIDE CENTER’S MISSION STATEMENT:**

The Pride Center supports and advocates for the unique academic and social needs of lesbian, gay, bisexual, trans\*, queer or questioning, intersex, and asexual (LGBTQIA) students to promote personal growth and success. We empower and retain LGBTQIA and ally students by cultivating a culture of care and providing an open, safe, and inclusive space.

**General Responsibilities**

* TRAINING: Attend and participate in weekly staff meetings; attend department trainings
* OFFICE: Maintain twenty (20) office hours per week (which include staff meeting times), including some nights and weekends
  + Meet with staff for project updates and assignments
  + Perform administrative duties like photocopying, typing, data entry, and student relations
  + General office support
* COMMUNICATION:
  + Compose and maintain correspondence on progress and activities
  + Collaborate with other graduate assistants within the Cross Cultural Centers
  + Submit reports and a year-end report for future development of the Cross Cultural Centers
* NETWORKING: Develop relationships and serve as liaison to centers and departments.
* PROGRAMMING:
  + Assist with managing the programs and services of the designated center
  + Organize and facilitate socials, events, trainings, and retreats
  + Identify and develop leadership opportunities for students in the Cross Cultural Centers
  + Mentor and support student assistants, interns, and volunteers within the designated center
* OTHER DUTIES AS ASSIGNED

**Academic Requirements**

* Must be enrolled as a Cal Poly graduate student for 2016-17
* Must be in good academic and judicial standing (quarter prior to and during time of employment)
* Must have a Cumulative Cal Poly G.P.A. of 2.2 (minimum)
* Must have a flexible schedule (some weekends and evenings required)

**Required Qualifications**

* Ability to understand, articulate, and learn issues of social justice and cultural competency.
* Ability to work within the philosophy, mission, and purpose of the Cross Cultural Centers
* Must possess knowledge and have involvement with Cal Poly’s campus life
* Have awareness on issues affecting underrepresented communities and willingness to learn more
* Strong interpersonal communication skills
* Demonstrated commitment and interest in cross-cultural activities and diversity issues
* Self-initiated with good follow-through
* Demonstrated ability to work autonomously, multi-task, and manage time effectively
* Passion for working with underrepresented population and social justice related issues

**Preferred Qualifications**

* Previous experience in student leadership and involvement
* Event or programming experience
* Previous or current membership in a culturally or social justice based student organization
* Passion for working with underrepresented population and social justice related issues