



Department:	Center for Gender and Sexual Diversity
Position:	Graduate Assistant
Positions Available:	1
Hours/Week:	19.5, including some evenings and weekend commitments
Contract Dates:	10 months (July 15-May 15) Renewable for second year. Summer employment provided if requested.
Supervisor:	Dr. Tanya Willard-GSD (main supervisor) Patrick Woodward-Housing supervisor
Supervisor Contact:	tmwillard@eiu.edu, (217) 581-6435
Benefits:	\$1100 a month

Duties and Responsibilities:

- Manage the Center for Gender and Sexual Diversity office, which is shared with EIU Pride, a registered student organization; will serve as a liaison between the Center for Gender and Sexual Diversity and Pride.
- Assists the chair in the facilitation of the Gender and Sexual Diversity Advisory Committee meetings. Communicate with committee members and coordinate various aspects and tasks associated with the following subcommittees: Gender and Sexual Diversity Resources, Donations, & Funding; OUTReach/Marketing; and Safe Zone.
- Manage the Gender and Sexual Diversity Web Center via the website content management tool OmniUpdate.
- Coordinate the development of resources and programs centered on Gender and Sexual Diversity-related issues and topics. Some examples of these programs/resources include: the “Gay? Fine By Me” Campaign, Gender and Sexuality History Month, online training resources, etc.
- Coordinate and maintain the EIU Safe Zone Program. And, assist with the facilitation and review of training materials for all curriculum related to Safe Zone: Phase I and Phase II, Transgender 101, Ally Training, etc.
- Coordinate planning and registration for Lavender Graduation, which is held in the spring.
- Manage the outreach and promotion of all Center for Gender and Sexual Diversity resources and programs which includes: development, marketing and dispersing of promotional materials, use of social media, tabling events including Student Organization fairs, Open Houses, Transfer Days, Admitted Student Days, and other various orientation and informational events on campus.

- Assist in the ongoing development and administration of assessment tools that can be utilized to gauge effectiveness of programs offered by the Center for Gender and Sexual Diversity i.e. the EIU Safe Zone Program.
- Facilitate and review mentors and mentees for the Panthers Out Front, Gender and Sexual Diversity mentoring program.
- Serve as a liaison, and point of contact, for other university committees, registered student organizations, and the Charleston community (PFLAG).

Housing Responsibilities:

- Facilitate safe zone related trainings and programs in the residential life communities and for the residential life staff.
- Promotes programming efforts that align with the Panther Success Residential Curriculum, specifically providing housing student staff with programming offerings, ideas, or events they can bring their residents to.
- Attend bi-weekly 1 on 1 meetings with Housing co-supervisor.
- Participates in the on-call rotation for on-campus housing.
- Assist with the opening and closing process in residential area they reside in.
- Provides crisis intervention as situations arise. Utilize on-campus resources to make appropriate referrals to students who need and/or require assistance.
- Serves on the Residence Life Social Justice and Diversity Committee
- Collaborate with the Associate Resident Director overseeing the gender inclusive living community as well as the Resident Assistant working in that community.
- Participates in bi-weekly check-ins with both the ARD and RA overseeing the gender inclusive living community.
- Serve as a liaison for students interested in or currently residing in the Gender Inclusive community.
- Participate in Student staff selection process. (Optional)
- Other duties as assigned.

Special Qualifications:

- Web site development/maintenance
- Use of social media
- Microsoft Office and Excel experience
- Able to work as a part of a team as well as individually
- Highly organized, punctual, and self-directed
- Experience presenting in front of groups of varying sizes