



**Serving the Lesbian, Gay, Bisexual, Transgender, Intersex, Questioning
and Queer Communities and their Allies.**

Student Staff Position Summaries

2009-2010

The Office of University Centers to assist the UW-La Crosse community, student organizations, and individual students in understanding and valuing diversity has established the Pride Center.

The Pride Center works:

- ❑ To focus on addressing the campus' need of providing resources for Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Questioning, Asexual and Ally student concerns.
- ❑ To empower Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Questioning and Asexual students and their Allies.
- ❑ To provide educational programs at UW-L and within the La Crosse Community on Lesbian, Gay, Bisexual, Transgender, Intersex, Questioning and Queer concerns, homophobia and heterosexism.
- ❑ To provide a safe space for the LGBTIQQAA community.
- ❑ To collaborate with the UW-La Crosse community to provide resources and educational programs that encourages the acceptance, respect and appreciation of human diversity in relation to race, gender, age, ethnicity, sexual orientation, physical capabilities, socioeconomic status, and religious affiliation.

Guidelines for the Pride Center Student staff

Pride Center Graduate Assistant and LGBTIAQQ Peer Educators work together to facilitate and promote an understanding of queer issues among UW-L students. Programming on queer issues, maintaining office hours and general establishment of the Pride Center will be the main tasks of each student staff member.

The work level for Pride Center student staff members is approximately 15 hours per week depending on projects and responsibilities as well as the time of the year. It is possible that student staff members may have to work additional hours depending on their individual responsibilities and projects. PC student staff members are also expected to participate in all trainings, meetings, workshops and retreats that may occur prior to the beginning of each semester.

Pride Center employees cannot be concurrently serving as a Rainbow Unity executive member, but is expected to participate in and support Rainbow Unity sponsored programs and events.

Expectations of Employment:

1. Have a general knowledge of LGBTIQQA issues and the Pride Center along with prior experience in campus organizations.
2. Have a general knowledge of racism, sexism, ageism, heterosexism, people with differing abilities and incomes, and religious intolerance
3. Ability to work as a team member and to interact with a variety of individuals.
3. Strong listening and organizational skills.
4. A willingness to be creative and innovative.
5. Ability to speak in front of groups and communicate enthusiasm for LGBTIQQA awareness.

Requirements of Employment:

1. The expected term of employment for all Pride Center student staff members is one academic year. (Requests for hours during J-Term and Summer must be discussed with Will and will be granted based on budgetary concerns and work load)
2. All student staff members are expected to keep 15 office hours per week.
3. All student staff members are expected to take part in student staff meetings and other related learning activities.
4. If a student staff member must resign from her/his duties, a two-week notice is requested.
5. Student staff members who fail to comply with the stated requirements and responsibilities may ultimately be asked to resign.
6. All student staff members should be in good academic standing.

Position Summary

Peer Educator -- Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Questioning, Asexual and Ally Issues

Primary responsibilities include maintaining 15 office hours within the Pride Center as well as doing presentations at other sites. Other responsibilities include, but are not limited to, the following:

1. Establish and keep regular office hours.
2. Serve as a resource person for students, faculty, staff, and departments regarding issues related lesbian, gay, bisexual, transgender, intersex, allies, queer and questioning issues.
3. Present information on lesbian, gay, bisexual, transgender, intersex, allies, queer and questioning issues through programs, panels, and Ally trainings.
4. Maintain accurate records of attendance of and participation in the programs you present and complete a program evaluation following them.
5. Prepare and submit goals at the beginning of each semester.
6. Attend all Pride Center staff meetings and training sessions.
7. Build and maintain a collection of files pertaining to LGBTIAQQ issues including, but not limited to relevant organizations, articles, information and other important materials.
8. Work with fellow peer to prepare marketing for all programs and distribute out to the campus and community. Design and production of informational brochure pertaining to LGBTIAQQ information.
9. Develop panel protocol, schedule, and assist in arranging presenters and other logistics for LGBTIAQQ panels.
10. Take lead in programming assigned to you (which may include National Coming Out Day, Transgender Day of Remembrance, World AIDS Day, specific training topics, or ally issues.)
11. Assist with, and support programming efforts of PC and Rainbow Unity.
12. Maintain up to date bulletin board information and display case displays.
13. Develop and update position description along with a timeline of duties and activities at the end of the year.
14. Office duties – answer the phone, check email, attend to visitors, and check out library materials.
15. Keep the Pride Center and Safe Space clean and organized.
16. Other duties as assigned