



## **PRIDE CENTER GRADUATE ASSISTANT**

### **Position Description**

Serving the Lesbian, Gay, Bisexual, Transgender, Intersex, Ace, Aro, and Queer+ communities.

#### **Pride Center Mission Statement**

The Pride Center provides education, advocacy, outreach, support, and resources for UW-La Crosse LGBTQIA+ students, faculty, staff, and their allies. We work collaboratively to improve the campus climate and to foster a sense of belonging for all LGBTQIA+ students, faculty, and staff.

#### **Vision**

The Pride Center aims to affirm, include, and celebrate people across the spectrums of gender identity, gender expression, sexual and romantic attractions, and be inclusive of intersectional experiences, perspectives, identities, and needs of LGBTQIA+ students, faculty, and staff.

#### **Values**

Advocacy – You are not alone! The Pride Center is here to help you advocate for all of the needs of the LGBTQIA+ community. We are also here to help you identify and create strategies to navigate difficult situations. We are here to speak out and stand up against oppression

Community & Belonging – In the Pride Center we believe that finding your community is key to feeling like you belong. We work to create spaces that welcome **you** wherever you are on your journey.

Equity – We acknowledge that the university system was not set up for people with disabilities, Black, Brown, and LGBTQIA+ people. The Pride Center is here to help challenge barriers that may prevent students, faculty, and staff of color, disabled, and LGBTQIA+ from full participation.

Transformation – The Pride Center offers opportunities for you to grow through education, leadership, involvement, self-reflection, and a place to be your true self.

#### **Destress Room Mission**

The Destress Room is open to anyone looking for a place to rest, study, meet, or just be.

#### **Essential Job Functions and Responsibilities**

1. Coordinate Center programming, outreach, and advocacy
2. Assist in the coordination of National Coming Out day, Transgender Remembrance/Celebration, Drag Show, Queer Cinema, LGBTQ+ events and other large-scale programming events.
3. Co-advise Rainbow Unity and Transform
4. Supervises the Peer Educators, which includes but is not limited to:
  - one-on-one meetings with each Peer Educator either weekly or biweekly
  - assist the Peer Educators in developing and implementing their programming ideas
  - assist the Peer Educators with the coordination and promotion of the Center events

- provide constructive ongoing feedback to the Peer Educators
  - create and implement a midyear and end of the year evaluation tool for the Peer Educators
  - provide guidance and opportunities to enhance the Peer Educators personal and professional development
  - assist with the recruitment and hiring of new Peer Educators
  - develop and co-facilitate Peer Educator staff training in fall and spring
  - coordinate the Peer Educator staff hours
  - assist with employee improvement plans
  - assist in fixing missed punches
5. Schedule, facilitate, and keep records of our weekly staff meetings
  6. Coordinate the schedules of all the Pride Center staff and create our semester office hours
  7. Meet with the Pride Center Director weekly
  8. Maintain regular office hours (20 hours a week) this includes weekly meetings
  9. Supervise the maintenance and the inventory of the Pride Center Library
  10. Responsible for the maintenance and upkeep of the Pride Center web page
  11. Complete program evaluations as necessary. Maintain attendance and customer counts.
  12. Work with student staff to reserve rooms for the following academic year for Pride Center annual events during the previous semester.
  13. Complete mid-year and end-of-year annual reports for University Center and Diversity and Inclusion.
  14. Assist in the coordination and leading of Pride Center trainings (including Ally Workshop, pronoun trainings, LGBTQ 101, Trans 101 etc...)
  - 15.

**Additional duties and responsibilities as defined.**

1. Assist in the implementation of University Center’s mission to support, encourage and celebrate diversity.
2. Attend University Centers staff meetings and sub-unit meetings when applicable.
3. Assist in the implementation of the Division of Diversity & Inclusion’s mission to support, encourage and celebrate diversity.
4. Attend Diversity & Inclusion staff meetings and sub-unit meetings when applicable.

**Knowledge/Skills and Abilities. Include which are required, preferred or desirable.**

1. Required:
  - Must be accepted to a University of Wisconsin-La Crosse graduate program.
  - Must maintain a 3.0 cumulative GPA throughout graduate assistantship.
2. Preferred:
  - Knowledge of and experience working with historically underrepresented communities including LGBTQIA+, People of Color, people with disabilities, first generation students, and differing socio economic backgrounds.

**Physical Demands**

1. Walking
2. Lifting up to 25 pounds
3. Sitting

**Working conditions and environment**

1. Work hours may vary mornings, afternoons, and nights.
2. May need to work a weekend or two each month.

3. Some local travel for panels and at least one conference.
4. Graduate Assistant will work with Director to set their hours.