



*Student Activities*

**POSITION TITLE:** Graduate Assistant for the Gay, Lesbian, Bisexual, Transgender, and Allies Resource Office

**SUPERVISOR TITLE:** Director for Student Activities

**STUDENT ACTIVITIES MISSION:** Our mission is to provide intentional learning opportunities through activities and events which promote and enhance the overall student experience at the University of Northern Colorado.

**POSITION DESCRIPTION:**

The GLBTA Resource Office Graduate Assistant is an incredibly rewarding and challenging job. So much of the position can be adapted to fit your strengths, so long as the overall mission of serving the campus and community is achieved. If what you do provides the maximum impact and positive benefit possible at all times, you will be considered successful.

**COMPENSATION:**

The term of this position is August 1 through May 21 and the stipend is approximately \$1372 per month for doctoral students, \$1196 per month for masters students (this was the amount for the 2008-2009 year and may be adjusted annually). Graduate in-state tuition for up to 10 credit hours per semester is also provided. This job requires a high degree of organization, administrative, and communication skills. The Student Activities GA is an integral member of the Student Activities staff and supports the mission of the Student Activities program.

**GENERAL RESPONSIBILITIES:**

- Represent the GLBTA Office at the Fall Bizarre
- Arrange speakers to visit the UNC campus (at least once per semester)
- Set up and appear on speaker panels
- Set up and facilitate "Safe Zone" trainings
- Maintain the GLBTA Resource Office library materials
- Plan and execute National Coming Out Day
- Plan and execute World AIDS Day
- Free HIV testing partnership with NCAP
- Plan and execute the annual UNC GLBTA Reception
- Plan and execute National Day of Silence
- Plan and execute Queer Prom
- Provide responsive services and referrals to callers, emails, and visitors
- Maintain the email distribution list and keep the UNC GLBTA community informed of relevant events
- Maintain the volunteer email distribution list and make sure all events are properly staffed
- Equip the office with relevant materials (condoms, flyers, pamphlets)
- Manage the budget
- Manage volunteer efforts
- Be the spokesperson for GLBTA on campus

Strong organizational skills are a MUST, along with being a good communicator. Most importantly, passion for making a positive difference on this campus is the key to being successful.

**QUALIFICATIONS:**

Bachelor's degree and full-time enrollment in the University of Northern Colorado graduate program required. Preference may be given to candidates with previous leadership or student activities experience. Outside projects, jobs, internships and extracurricular activities must be pre-approved by supervisor. Candidates will first be contacted for a phone interview, and then may be invited for a department interview thereafter.

**TO APPLY:**

Submit a resume and cover letter to the UNC Graduate School explaining interest in the position. For more information email Evan Welch, Director of Student Activities at [evan.welch@unco.edu](mailto:evan.welch@unco.edu) or call: 970-351-2173