Job Title: Graduate Assistant for Gender and Sexuality Center, Division of Student Affairs
To apply: Send your resume and cover letter directed to deansofstudents@colorado.edu with “Graduate Assistant for Gender and Sexuality Center” in the subject line.

Office Information/Purpose:
The Gender and Sexuality Center (GSC) serves as a resource for lesbian, gay, bisexual, transgender, queer, questioning, intersex, ally, (LGBTQIA) students, faculty and staff and their allies. The GSC provides support, advocacy, and educational programming on multiculturalism and social justice issues on the CU Boulder Campus.

Job Summary:
The Graduate Assistant for Student Organizations holds a half-time (10 hours per week) appointment with the GSC. Graduate Assistants report directly to the Director of the GSC and will work to support the work of the Assistant Director. Graduate Assistants will assist in one or more functional areas which include but are not limited to: leadership programs, social justice programming, peer education program, volunteer program, the annual TRANSforming Gender Conference, and/or other campus climate initiatives.

The assistantship provides multiple opportunities for the development of the following: educational philosophies; leadership and administrative skills; traditional student advising and consulting; facilitating social justice workshops; research, writing, and presentation opportunities; networking with Student Affairs regional and national professional organizations; and comprehensive professional experience.

Other position requirements include:
- Be enrolled and maintain good academic standing in the Higher Education program throughout the course of employment
- No other employment may be held during the Graduate Assistant contract without prior permission from supervisor
- Breaks (winter & spring) will require Graduate Assistant’s presence on campus and/or involvement with committee tasks and other responsibilities. Time off during these breaks is at the discretion of your supervisor
- Follow all University of Denver policies and procedures appropriately
- Work an average of 10 hours/week
- Contract length is 10 months, usually September to mid-June

Required Qualifications:
- Candidates must have an earned Bachelor’s degree and be enrolled in the University of Denver Higher Education program
- A demonstrated commitment to inclusive excellence and social justice
- Excellent organizational, planning, interpersonal and communications skills
- Ability to work independently and as a team member
- A genuine interest and satisfaction in working with students, faculty and staff

Preferred Qualifications
- Preference will be given to first year students, but all students are welcome and encouraged to apply
- Interest, desire and/or experience in the field of student affairs with a social justice concentration
- An ability and willingness to apply student development theory and concepts, as well as feminist, queer, and critical race theory
Summary of Responsibilities: *(including but not limited to)*

**Administrative**
- Strong written and verbal communication skills, involving reading and writing correspondence and marketing materials and dealing effectively with a broad range of students, as well as staff, faculty, parents, and the public
- A basic understanding of computerized databases and information systems is highly desirable. Familiarity with Microsoft Office products (Word, Access, Excel, and Publisher) is essential

**Programming and Advising**
- Ability to implement various programs/activities for the GSC
- Coordinate evaluations of programs, and maintain program budgets
- Facilitate various meetings with student leaders
- Support community building among students

**Professional Conduct**
- Ability to work with students at a wide range of developmental levels is essential. Sensitivity and tact are vital to this position
- Collaborate with supervisor on all student and staff concerns
- Respect and maintain student and staff confidentiality, except in cases that may be dangerous to individuals and/or the greater community
- Work with students to develop intentional, positive behavior, cognitive, and affective growth in the areas of diversity, multiculturalism, and social justice
- Attend staff meetings and assist in developing departmental goals and objectives
- Collaborate with other departments and offices on campus
- Demonstrate an on-going commitment to the principles of inclusive excellence through programming, campus collaborations, and/or involvement and participation in university/divisional inclusive excellence projects or initiatives
- Contribute to departmental environmental sustainability efforts

**Professional Development**
- Participate in professional staff orientation and training in September
- Participate in various retreats and professional development discussions that occur throughout the academic year

**Compensation:**
- 10 hrs/week of labor
- $7,250 stipend over 9 months
- 12 credit hours of tuition annually