Graduate Assistant, LGBTQIA Initiatives

**Hiring Department:** Department of Student Diversity & Multicultural Affairs  
**Supervisor:** Assistant Director of Student Diversity & Multicultural Affairs  
**Position Time:** 15 hours, 9-Month (August-May)  
**Compensation:** Hourly pay

**Summary of Department:**
The Graduate Intern (GI) is an integral member of the Department of Student Diversity and Multicultural Affairs (SDMA). The GI responsibilities include assisting SDMA advance the recognition and appreciation of our diverse community, promote multicultural education across campus, strive to ensure the retention and success of underrepresented students, and foster a supportive, inclusive environment for all students, faculty and staff.

**Goals and Objectives of the Position:**
This is a part-time (15 hours/week) position for GI candidates interested in working with a team of undergraduate student leaders to support students of the LGBTQIA community through the implementation of and assistance with LGBTQIA initiatives. Under the direction of the Assistant Director of SDMA, this position will serve to support students in finding opportunities to attend social and cultural events, participate in workshops on community and identity, and be part of experiences to enhance their leadership skills. This position also supports the various programs and initiatives of the Department of Student Diversity & Multicultural Affairs, and requires occasional evening and weekend commitments.

The GI will work toward the following objectives toward meeting this goal, which are to be able to:

- understand and articulate the mission and vision of both the SDMA department and LGBTQIA Initiatives
- understand and articulate ways to frame and facilitate student development through a social justice lens
- understand and articulate the expectations, demands, and responsibilities of a professional position within the Division of Student Development

**Overview of Duties and Responsibilities:**

The Graduate Intern will assist with Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, and Asexual (LGBTQIA) Initiatives. LGBTQIA initiatives consist of facilitating safe space trainings, recruiting, selecting, training, supervising, and advising student leaders, attending evening programs and events, and working collaboratively with students, staff, and faculty to develop curriculum and themes for respective programs and events.

**Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, and Asexual (LGBTQIA) Initiatives**
LGBTQIA Initiatives are spaces and programs created and developed to validate and affirm all orientations, gender identities, gender expressions, lack thereof, or combination of any of those social identities. Q-Initiatives aims to build community with Loyola University Chicago students and fellow community members in the surrounding area. The GI for Q-Initiatives is expected to assist with programming by co-supervising Q-Scholars, conducting weekly staff meetings, and co-planning several signature Q-Initiatives programs (Q-Café, Q-Studies, Q-Retreat, Q-Films, and
Q-Grads) while finding innovative ways to build brave spaces for the LGBTQIA community. This position will also oversee and advise the Queer and Trans People of Color (QTPoC) affinity group & Rainbow Connection, an LGBTQIA student organization.

Other responsibilities include:
• Assist with the creation and facilitation of diversity workshops and trainings.
• Support the Department in planning and facilitation of special events such as Welcome Week events, Legacy Graduation Celebration, Martin Luther King Jr. Celebration, and others departmental duties as assigned.

Qualifications (Education/Experience):
• Bachelor’s degree and at least 1-2 years of experience with student advising, program coordination, and event planning (2 years of undergraduate campus involvement can substitute for 1 year of experience)
• Demonstrated awareness and understanding of the unique needs and experiences of LGBTQIA students and other intersecting identities.
• Demonstrated commitment to diversity, multiculturalism, and social justice
• Excellent interpersonal, organizational, and communication skills
• Ability to speak confidently and persuasively to diverse audiences of all sizes
• Ability to develop and cultivate relationships with individuals and groups
• Ability to manage multiple projects and meet deadlines
• Excellent critical thinking, problem-solving, and creativity skills
• Ability to work independently and in team settings
• Proficient in applications of the Microsoft Office suite (e.g., Word, Excel, Outlook, PowerPoint); familiarity with Photoshop or other design platforms or programs preferred

The Department of Student Diversity and Multicultural Affairs encourages candidates to apply who identify as being from diverse backgrounds with regard to ethnicity, culture, gender, sexual orientation, faith tradition, physical ability, and experience. Unique identities and perspectives are welcomed.