

Leadership in Student Affairs M.A. Program
Graduate Assistantship or Internship Position 2022-2023



Position Title:	LGBTQIA+ Community/Diversity Activities Board (DAB) Graduate Assistant
Type of Position:	<input checked="" type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	University of St. Thomas Student Diversity and Inclusion Services Office (SDIS)
Institution Description:	"Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common good."
Supervisor:	Alex Hernández-Siegel, Director of SDIS and Nayely Becerra Castillo, Assistant Director of SDIS
Department Description:	The Student Diversity & Inclusion Services office exists to enhance the campus climate and holds deep commitment in developing and sustaining a diverse campus community in the broadest sense including differences in gender, race, ethnicity, generational history, culture, socioeconomic class, religion, sexual orientation, national origin, citizenship status, political perspectives, geographic origin, and physical ability, through programs and initiatives aimed at UST students. Our work is based on four pillars: education, leadership, advocacy, and community.

Appointment:	Compensation:	Remuneration:
<input checked="" type="checkbox"/> Academic Year	<input checked="" type="checkbox"/> Stipend	Week Hours: 20 hours per week
<input type="checkbox"/> 12 Months	<input type="checkbox"/> Hourly Wage	Payment Frequency: (biweekly)
Start Date: (8/2022)	<input type="checkbox"/> Parking Provided	Additional Notes: There may be an opportunity to work more hours in the future.
	<input type="checkbox"/> Professional Development Funds	

Position Description & Responsibilities

The LGBTQIA+ Community/Diversity Activities Board (DAB) Graduate Assistant position will receive advising experience, research and benchmarking experience, and programmatic development experience by coordinating and assisting with the development of projects and support services for campus culturally based groups (LGBTQIA+, students of color, and/or other marginalized groups) and assisting the Assistant Director and the Diversity Activities Board (DAB) in their monthly programming coordination and schedule.

The graduate assistant will have a primary focus in working with a university-wide committee/working group which has been tasked with expanding programming, and community/personal development for the LGBTQIA+ student population at the University of St. Thomas. The position is a flexible 20 hours per week, with night and weekend commitments. This position works alongside student employees, student volunteer leaders, and other professional faculty and staff.

Essential Functions:

- Serve as a key coordinator of the initiatives of the university-wide LGBTQIA+ committee in the following areas: Lavender Graduation management, Fall Retreat planning, supervising mentors in the Peer Mentor Program, LGBTQIA+ wellness programming with the Center for Well Being, speaker series, ally and safe space trainings, workshops and weekly programming with QSA and SDIS, marketing initiatives, and assistance in student participation in LGBTQIA+ themed conferences. Co-supervise the Qnections undergraduate interns with the Director. Assist with the programming needs of DAB, such as the Heritage Months, and assist the Assistant Director in program development which educates the campus community on diversity and promotes the needs of our student of color population.
- Assists in the development and implementation of trainings that educate student leaders (such as Resident Assistants and Orientation Leaders) on creating and maintaining an inclusive campus community for LGBTQIA+, minority, and/or other marginalized groups
- Serve as a resource for LGBTQIA+ and allied students. Attend LGBTQIA+ student organization meetings and participate in evening and weekend activities for these programs.
- Support and assist Diversity Activities Board. Participate in evening and weekend activities for DAB programs.
- Support, attend, and participate in campus activities, meetings and programs, and serve on various Student Affairs committees as needed.

Qualifications

MINIMUM QUALIFICATIONS:

This position requires a Bachelor's degree, with at least one year of experience, or the equivalent, in a student leadership or student affairs/student personnel position.

- The successful candidate will possess the following preferred qualifications:
 - Experience working with students of diverse educational, racial, ethnic, religious and cultural backgrounds.
 - Considerable knowledge regarding the concerns and issues of lesbian, gay, bisexual, TGNC, and BIPOC students, including knowledge and understanding of gender identity, as well as multiple and intersecting identities.
 - Demonstrated ability to work effectively within a team, individuals, and groups with a variety of identities, cultures, and backgrounds. Ability to assist in supervising a team of DAB undergraduate interns.
 - Excellent oral and written communication skills.
 - Strong organizational and budget-management skills.
 - Strong interpersonal, management, and leadership skills.
 - A positive, adaptable, and collaborative approach to working with diverse students and colleagues.
 - Availability to work some weeknights and weekends, as required.

LEARNING OUTCOMES:

- **Advising and Supervision** -Work effectively with, and in support of, a diverse population of students to formulate their path towards individual and organizational goals achievement. Gain experience in supervising student community leaders.
- **Research and Benchmarking** Stay abreast of current trends and issues within multicultural/intercultural/LGBTQIA+ student affairs.
- **Communication & Collaboration** - Work with a student population representing a wide range of diverse identities, cultures, and affinities.
 - Develop successful professional relationships with the individuals throughout the campus community.
- **Problem Solving & Critical Thinking** Use discretion when dealing with liability, suitability or matters of confidentiality.
 - Diagnose problems, generate and choose between multiple solutions, and evaluate outcomes.
 - Gather and analyze information in order to formulate perspectives on professional challenges and opportunities.
- **Self-Management & Appraisal** -Articulate personal skills, abilities, and areas for growth. o Reflect upon, and provide analysis of, personal/professional development and learning.

Application process & requirements

- **Contact Name:** Alex Hernandez-Siegel
- **Address:** 2115 Summit Avenue Mail 5006 St. Paul, MN 55105
- **Phone:** 651-962-6447
- **Email:** hern3644@stthomas.edu
- **Materials Needed:** (Cover letter, Resume, List References)

HOW TO APPLY

To be eligible for student employment, St. Thomas students must be degree seeking at the undergraduate, graduate and doctoral levels. Students must be actively enrolled at least part-time in courses for credit. For further information on eligibility please see the Student Employee Toolkit on One StThomas.

To be considered for this position, applications must submit an application through the University of St. Thomas Talent Management system, <https://studentemployment-stthomas.icims.com>. Follow the link and search for the "Anderson Student Center Graduate Assistant" posting. You will need to submit a resume and cover letter with your application.

In light of its commitment to create and maintain a safe learning and working environment, student employment with the University of St. Thomas may require consent and successful completion of a background screening.

The University of St. Thomas is an Equal Opportunity Employer

Participating at Visit Day: yes no

Will schedule interviews on campus for another date: yes no