Lesbian, Gay, Bisexual, Transgender Center

Position: Graduate Assistant for the LGBT Center

Contact Person: delfin bautista, MSW, MDiv., Director, LGBT Center

Stipend: $9,000 (will submit for tuition waiver for students in the College Student Personnel program, will consider students not in the CSP program and work with them to receive a tuition waiver)

Position Description:

The Graduate Associate assists the Director of the LGBT Center in daily operations and educational programs management and implementation. In general, the Graduate Assistant will:

- Assist in the administrative functions of the LGBT Center; provide supervision and mentorship to undergraduate student staff;
- Assist in planning and implementing programs for the LGBT Center, working collaboratively with the director, student staff, academic units, student organizations, and university departments;
- Develop informational resources and oversee outreach/education projects;
- Develop initiative/project based on own personal and professional interests;
- Serve on and provide administrative support to various LGBT groups/committees/taskforces;
- Attend regularly scheduled staff meetings and participate in departmental and divisional activities;
- Maintain office hours and attend bi-weekly supervision meetings;
- 15-20 hours per week required; includes evening and weekend commitments;
- Fulfill other assigned duties;
- Must be available to participate in staff orientation and training prior to the opening of Fall Semester;
- Collaborate with other Graduate Associates in the Office for Diversity and Inclusion and other university departments.

Questions regarding the above position should be directed to: delfin bautista, Director of the LGBT Center, 740-593-2515, or at bautista@ohio.edu.

To apply, please complete the online application: http://www.ohiouniversityjobs.com/postings/21331

To apply, you will need your resume, cover letter, a list of professional references, and your autobiographical sketch/personal statement. You may apply for up to four graduate assistantships at Ohio University. For general questions on the GA application process, please contact: Emily Mason, Graduate Assistant for the Office of the Dean of Students at em585714@ohio.edu or (740) 593-1800.