

University of California, San Francisco
Lesbian, Gay, Bisexual and Transgender Resource Center
Office of Diversity and Outreach
lgbt.ucsf.edu

Graduate Assistant Position

Overview:

The primary role of the Graduate Assistant for the Lesbian, Gay, Bisexual, and Transgender Resource Center (LGBT Resource Center) is to support the Center's programming efforts; gain practical experience working with queer, underrepresented, underserved, and ally communities; and collaborate with diverse populations of students, faculty, staff, trainees, alumni, and community members. This position works directly with the Director and Assistant Director to increase student involvement and to enhance students' experience by supporting the initiatives of the Center and creating a more inclusive campus environment.

Duties and Responsibilities:

The Graduate Assistant reports directly to the Assistant Director of the LGBT Resource Center and works approximately 10 hours per week, including some evening and weekend hours. This one-year position runs from September 2017 to June 2018 (9-month appointment). In this role, the Graduate Assistant will:

- Assist in the planning and implementation of campus-wide events, for example: National Coming Out Day/Coming Out Monologues, Transgender Day of Remembrance, LGBTQIA Health Forum, Diversity Graduation, End of Year LGBT Pride Celebration, and SF Pride Parade Contingent
- Collaborate with Registered Campus Organizations (RCOs), UCSF campus departments, and community partners in programming and educational initiatives
- Identify LGBTQI resources and develop engaging online content to regularly feature on social media platforms
- Support in the management and development of online resources, including webpages, email outreach campaigns, social media campaigns, and infographics
- Represent the Center at various events, committees, and outreach activities
- Other duties assigned

Learning Outcomes

- Gain a deeper understanding and appreciation of diversity and social justice issues
- Enhance and develop critical thinking, communication, and leadership skills
- Develop comprehensive event planning skills through implementation of campus-wide events

Required Qualifications:

- Full-time enrollment in a graduate degree program at the University of California, San Francisco
- Work-study eligibility

Preferred qualifications:

- Former experience in student affairs, intercultural work, sexuality education, or social justice programming

- A firm understanding of LGBTQI populations, intersectionality, ethnic & racial diversity, and social justice

Compensation:

\$18/hour

To Apply:

Please send the following to Evolve Benton (evolve.benton@ucsf.edu) in a PDF format with the subject line that reads "**LGBT RC Graduate Assistant Application**" by Friday, September 15th, 2017.

- Cover letter
- Resume
- List of 3 References

The Lesbian, Gay, Bisexual and Transgender Resource Center, a division of the Office of Diversity & Outreach, provides education, information, support, and advocacy services to our UCSF campus community. The Center works toward creating and maintaining a safe, inclusive, and equitable environment for LGBTQI students, staff, faculty, and trainees. The LGBT Resource Center aims to sustain LGBTQI visibility and a sense of community throughout the campus and medical center.

University of California, San Francisco
Multicultural Resource Center
Office of Diversity and Outreach
mrc.ucsf.edu

Graduate Assistant Position

Overview:

The primary role of the Graduate Assistant for the Multicultural Resource Center (MRC) is to support the Center's programming efforts; gain practical experience working with underrepresented or underserved communities; and collaborate with diverse populations of students, faculty, staff, trainees, alumni, and community members. This position works directly with the Director and Assistant Director to increase student involvement and to enhance students' experience by supporting the initiatives of the Center and creating a more inclusive campus environment.

Duties and Responsibilities:

The Graduate Assistant reports directly to the Assistant Director of the Multicultural Resource Center and works approximately 10 hours per week, including some evening and weekend hours. This one-year position runs from September 2017 to June 2018 (9-month appointment). In this role, the Graduate Assistant will:

- Assist in the planning and implementation of campus-wide events, for example: MRC Open House, Cultural Awareness Months, and Diversity Graduation
- Collaborate with Registered Campus Organizations (RCOs), UCSF campus departments, and community partners in programming and educational initiatives
- Identify social justice education resources and develop engaging online content to regularly feature on social media platforms
- Support in the management and development of online resources, including webpages, email outreach campaigns, social media campaigns, and infographics
- Represent the Center at various events, committees, and outreach activities
- Other duties assigned

Learning Outcomes

- Gain a deeper understanding and appreciation of diversity and social justice issues
- Enhance and develop critical thinking, communication, and leadership skills
- Develop comprehensive event planning skills through implementation of campus-wide events

Required Qualifications:

- Full-time enrollment in a graduate degree program at the University of California, San Francisco
- Work-study eligibility

Preferred qualifications:

- Former experience in student affairs, intercultural work, or social justice programming
- A firm understanding of intersectionality, ethnic & racial diversity, and social justice education

Compensation:

\$18/hour

To Apply:

Please send the following to Evolve Benton (evolve.benton@ucsf.edu) in a PDF format with the subject line that reads “**MRC Graduate Assistant Application**” by Friday, September 15th, 2017:

- Cover letter
- Resume
- List of 3 References

Founded in 2012, the Multicultural Resource Center at UCSF is a student-centric programmatic division within the Office of Diversity and Outreach. The MRC’s mission is to support an inclusive campus environment. Utilizing an intersectional framework, the MRC strives to **build** a collective sense of belonging; **educate** the campus on multiculturalism and provide tools for diversity actions; **support** the development and success of a diverse pipeline of learners; and **transform** our perspective of health science through a social justice lens.