

## Graduate Assistant for Community Scholars and Gender Resource Office Position Description

### Position Description

The Graduate Assistant for the Community Scholars and Gender Resource Office at Texas Christian University (TCU) is a part time 10 month, 20 hour per week position which will be split between the Gender Resource Office (GRO) and the Community Scholars Program. The GA will be responsible for developing timely and relevant programs and initiatives that address the academic, cultural, professional, and social needs of the Community Scholars as well as initiatives that address the needs of the campus community around issues of gender, gender identity, and sexual orientation. In addition, the GA will work to develop trainings and workshops supporting diversity, equity, inclusion and belonging needs of all students. This GA will serve as a mentor to the students within the program. This assistantship will require some weekend and evening commitments. This position reports to the Associate Director of the Gender Resource Office and Assistant Director of the Community Scholars program.

### Responsibilities

- Participate in Bi Weekly 1:1 Meetings with Associate Director of the Gender Resource Office and Assistant Director of Community Scholars Program
- Conduct 1:1 meetings with Community Scholar cohorts
- Develop and facilitate diversity, equity, inclusion and belonging training workshops for all students
- Collaborate with student organizations and campus departments to develop social and educational programming unique to the needs of the Community Scholars program
- Design marketing material to promote Community Scholar and GRO events and programming
- Assist the Community Scholars program and Gender Resource Office to develop and implement programs, research projects, campus presentations, and other related workshops and trainings
- Stay informed of research in current trends and best practices related to traditionally underrepresented student populations, diversity, gender inclusiveness and social justice education
- Participate on the Gender Inclusiveness Advisory Board and create the Gender Inclusiveness Program Board
- Assist in the comprehensive assessment of Community Scholar and Gender Resource Office program
- Attend monthly Community Scholar cohort meetings

### Required Skills

- Have a strong demonstrated commitment to diversity, equity and inclusion
- Possess an expansive understanding of issues facing students in the LGBTQIA+ community
- Excellent interpersonal, verbal, and written communication skills
- Professionalism when working with undergraduate students and campus colleagues
- Strong attention to detail in planning and executing position responsibilities
- Timeliness and consideration of important deadlines
- Knowledge of basic Microsoft Office Suite

### Learning Outcomes

- Enhance personal and professional competencies
- Gain experience planning and executing departmental programming
- Enhance skills in relationship building, mentoring, and advising students and student groups

### Departmental/Division responsibilities

- Support university and Intercultural Center initiatives and programming
- Actively participate in professional development events provided by the department and division
- Support SIE and Intercultural center working groups as requested

### Compensation

- Tuition and stipend coverage
- Start date August 1 2023

As an AA/EEO employer, TCU recruits, hires, and promotes qualified persons in all job classifications without regard to age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law.