



**Gender Inclusiveness Office  
2022-2023 Graduate Assistantship**

**Position Description**

This Graduate Assistant (GA) position will be working primarily to staff the Gender Resource Office (GRO) at Texas Christian University (TCU). This position will also work closely with a staff team to develop programming that addresses the needs of the campus community around issues of gender, gender identity, and sexual orientation. In addition, the GA will work to develop training and educational programs for students (and faculty/staff) that support gender inclusiveness on campus. This position will work under the supervision of the Assistant Vice Chancellor of Student Affairs and work with student leaders, student organizations, and professional staff to fulfill the mission of this office.

**Responsibilities**

- Collaborate with student organizations to develop social and educational programming;
- Staff the Gender Resource Office and work with advising team to develop and implement programs, research projects, campus presentations, and other related workshops and trainings;
- Participate on the Gender Inclusiveness Advisory Board and create the Gender Inclusiveness Program Board;
- Partner with Student Development Services, Housing and Residence Life, Fraternity and Sorority Life, Women and Gender Studies and a variety of other campus offices to develop and implement programs;
- Complete and present a comprehensive assessment of Gender Resource Office programs;
- Oversee the usage tracking and assessment process, including times the space is used, for what reasons, etc.;
- Post and advertise hours for student support and one-on-one visits;
- Manage overall organization of space and supplies;
- Ensure adequate signage and promotion of the space is achieved;
- Develop and coordinate a regular (TBD weekly or bi-weekly) program to bring students into the office.

**Required Skills**

- Have a strong demonstrated commitment to diversity, equity and inclusion
- 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 products

**Learning Outcomes**

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