



HOBART AND WILLIAM SMITH
COLLEGES

POSITION DESCRIPTION

POSITION TITLE: Graduate Assistant: LGBTQ+ Resource Center (2024-2025)
LOCATION: Geneva, NY

POSITION SUMMARY

Hobart and William Smith Colleges is accepting applications for admission into the [Master of Arts, Higher Educational Leadership program](#). Our two-year Master's in Higher Education Leadership (MHEL) program will prepare you to challenge the current state of higher education and lead the change needed to support the next generation of college students. Courses encourage you to analyze and critique the history and policy of higher education, identify ways to move the needle on belonging, diversity and equity initiatives and investigate leadership and innovation techniques. Admission is on a rolling basis, with a priority deadline of March 1, 2024, for the 2024-2025 academic year for both Graduate Assistantships and admission. The program boasts a wide array of Graduate Assistantships which include tuition remission in the HWS MHEL program and a \$20,000 stipend.

The LGBTQ+ Resource Center at Hobart and William Smith Colleges plans and coordinates campus-wide programs and services to support queer community on campus and enhance the broader community's understanding and appreciation of LGBTQIA+ people, themes, and needs. The Resource Center Graduate Assistant position is an integral part to help plan and implement programs, assist with trainings, manage social media, and staff the physical space in deCordova Hall. Ideally, the Graduate Assistant would have a working knowledge of, and allyship with, the LGBTQ+ community.

Essential Responsibilities:

- Operate within a set weekly schedule staffing the resource center in the afternoons / evenings with student staff and the Director. Hours may vary for programming needs / additional responsibilities.
- Support active and passive programming and educational efforts, such as tabling or managing an event. Student employees typically take the lead on individual programs each semester with guidance from the LGBTQ+ Resource Center Associate Director. We work as a team to create social and educational events each semester.



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- Aid in communication and outreach support for the Resource Center, to include: social media management, email support, connecting with campus and community partners, developing advertisements for small programs, and ultimately connect and raise awareness of our efforts to the student body.
- Participate meaningfully in weekly meetings with other Resource Center staff including routine one-on-ones during the semester with the Resource Center Director.
- Support the Director in administrative tasks, such as tracking Resource Center engagement, supplying student with Gender Affirming Gear, and preparing information for newsletters and reports.
- Support campus training initiatives, primarily SafeZone but other programs as needed.
- Other responsibilities may be assigned as necessary throughout the semester.

Other Information:

This is a part-time, temporary, non-benefits eligible position. This position description is not all-inclusive as other tasks or responsibilities may be assigned.

Qualifications:

- Bachelor's degree is required and a minimum of one year of leadership experience, preferably experience related to the area.
- Demonstrates an ability to work with a diverse group of people and enjoys spending a significant amount of time with people.
- Student centered and with a team approach to success.
- Should be detail oriented and organized.
- Must bring positive energy and a sense of humor to the work.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

Terms of Employment:

- Must maintain a cumulative GPA of a 2.75.
- Employment begins August 1, 2024, and ends May 31, 2025

All Graduate Assistantships must be accepted into the [Master's of Arts in Higher Education Leadership](#) at Hobart and William Smith Colleges as full-time students, as Graduate Assistantships have a maximum term of two consecutive years. Maintaining good academic



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standing, contributing in the classroom setting, managing their time effectively and balancing their schoolwork along with their GA duties is a priority for all parties.

[Click here to apply for position](#)