LGBTQ Pride Center Graduate Assistant

Part of NC State's Office of Institutional Equity and Diversity, the LGBTQ Pride Center’s mission is to engage, develop, and empower members of the gay, lesbian, bisexual, and transgender community and their allies. The Center’s vision is of a campus where students, staff, faculty, and alumni feel empowered and proud of all the identities that they hold and share responsibility to increase diversity & inclusion. In order to fulfill that mission, the Center helps students connect to support networks, offers identity-based and health-related information & resources and provides professional and leadership development opportunities and hosts educational events and programs.

Graduate Program Assistant

The Graduate Program Assistant in the LGBTQ Pride Center will work with staff and students to create programming, outreach, and advocacy that meets the mission of the center. Job duties could include creating and implementing programs, events, and training, assisting with social media management and outreach, fostering student engagement and volunteer/involvement opportunities, organizing marketing, outreach and visibility efforts. Specific responsibilities will be determined based on the center’s needs in conjunction with desired learning outcomes and goals of the selected Graduate student.

Duties Could Include:

- Create and facilitate workshops/program/events related to the LGBTQ+ community
- Co-create & facilitate workshops/program/events with the CCC staff
- Develop, train, and maintain LGBTQ Pride Center student volunteer program
- Assist with the coordination of the annual Symposium for incoming LGBTQ+ students
- Assist with coordination of the annual Pride Fest event
- Assist with the training and leadership development of LGBTQ Pride Center student leaders (ColorGuard)
- Develop and facilitate programming initiatives for undergrad and graduate students
- Assist with the development of student employees, interns, and volunteers
- Assist with marketing and social media management
- Assist with the assessment and evaluation of center workshops/programs/events
- Work as a part of an interdependent staff team

Minimum Education:

Graduate student in Higher Education Administration, College Student Personnel, Counselor Education, Public Health, Women and Gender Studies, Psychology, Social Work, or a related area of study
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Department Required Skills

- Knowledge of challenges facing historically underserved students/first-generation college students particularly students within LGBTQ+ & QTPOC communities
- Demonstrated leadership experience in a higher educational setting
- Demonstrated commitment to diversity, equity, inclusion and belonging
- Demonstrated commitment to the health and wellbeing of the LGBTQ + community
- Demonstrate strong communication, organizational skills, and attention to detail
- Ability to work a flexible schedule, including evenings and weekends as needed

Terms of Position:

2023-2024 Academic Year, M-F, 20 hours per week, with occasional weekend and evening hours, depending on program activities and center needs. This position offers a stipend of $18,000 and also covers student health insurance.

Please Submit Resume to:

Jae Edwards (he/him), Assistant Director
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