POSITION DESCRIPTION AND PERFORMANCE EXPECTATIONS
STUDENT ASSISTANT, PEER EDUCATION AND RESEARCH

Job Responsibilities:

1. **Peer Education (50%)**: The Student Assistant will assist the Graduate Assistant with the development and implementation of educational programming opportunities for students (i.e. Allies Program trainings for students, class visits, group presentations). They will track, in partnership with the Volunteer Coordinator, the utilization of students, faculty, staff, and community members for programming to ensure diverse representation and an expanding circle of individuals for personal and professional development. The Student Assistant will serve as co-facilitator for the Raider Pride Reading Group; with another individual selected by the Lead Administrator for LGBTQIA.

2. **Research (30%)**: The Student Assistant will perform research tasks as needed for the Office (i.e. data collection, benchmarking, and reports). They will maintain educational resource materials in the Satellite Office and research new materials for acquisition as possible. They will develop ways in which to strengthen utilization of resources available on campus, such as through the library, Women's and Gender Studies Resource Library, and in the Satellite Office. They will facilitate, in conjunction with the Graduate Assistant and the Lead Administrator for LGBTQIA, the collection of assessment data related to Office programming, trainings, etc.

3. **Other Duties as Assigned (20%)**: These duties may include office support, participation in regular staff meetings and check-ins with the Graduate Assistant, and maintaining a professional and affirming Satellite Office space for other employees, volunteers, and Office visitors.

Requirements: The Student Assistant for Peer Education and Research must possess strong communication and presentation skills. They must have intermediate skills at a minimum with Microsoft Office products. The Student Assistant should be able to obtain peer-reviewed research, navigate database searches, and decipher academic information. They must have a demonstrated knowledge regarding the concerns and issues of LGBTQIA individuals. Understanding of multiple and intersecting identities is preferred. Be able to work independently and as a contributing member of the Office's Power Team. The Student Assistant should be able to identify potential tasks and take initiative to complete them under the supervision of the Graduate Assistant.

Performance Expectations: The Lead Administrator for LGBTQIA, in consultation with the Graduate Assistant, will assess each of the six categories listed above twice per semester (Mid-March, Early May, Mid-October, using the following scale: 1 – Consistently Below Expectations; 2 – Frequently Below Expectations; 3 – Below Expectations; 4 – Strong Performer; 5 – Above Expectations; 6 – Frequently Above Expectations; and 7 – Consistently Above Expectations. Additional areas of evaluation will include: Leadership Ability; Decision Making; Conflict Resolution; and Initiative.

Remuneration: $7.50 per hour

Hours: 20 hours per week. The Student Assistant is expected to develop a work schedule that must be approved by the Graduate Assistant to ensure the needs of the Office are being met as best possible. Night and weekend hours are required at various times throughout the year.