

**Position Title:** Graduate Apprentice for the Gender & LGBTQIA Center

**Department:** Gender & LGBTQIA Center

**Key Responsibilities:** Co-advise Gender and Sexuality Living Learning community; advise LGBTQIA student organization; supervise events and students programs team; possess understanding of topics around gender and sexuality, equity, and intersectionality; present and facilitate trainings and presentations; manage GLC website; support daily operations of the center; collaborate with student organizations and community organizations; implement events throughout the academic year

**Career Options:** Primary: LGBTQIA Center; Other Areas: Women’s Center, Multicultural Center, inclusion and diversity work

**See Full Description**

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**Department:** Gender & LGBTQIA Center

**Supervisor:** Director of the Gender and LGBTQIA Center

**Office Location:** Moseley Student Center

# Gender and LGBTQIA Center

In support of the mission of Elon University, the Gender & LGBTQIA Center partners across campus and community to support, advocate, and educate around gender and LGBTQIA identities to create an inclusive campus community of equity, justice, and academic excellence for students, employees, and alumni. As a result, our students will feel: Validated, Valued, & Victorious: The 3 V’s of the GLC. By accomplishing our mission, vision, and core pillars, students can participate in the full array of academic, co-curricular, and leadership experiences offered at Elon University.

Note: “LGBTQIA” encompasses people with Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, and Asexual identities. All GLC events and initiatives are open to people identifying as part of the LGBTQIA communities or who are allies.

# Position Description

The Graduate Apprentice for the Gender & LGBTQIA Center works directly with the director and associate director. Opportunities include supervision of at least one student staff team, serve as the co-advisor for the [Gender and Sexuality Living Learning Community](https://www.elon.edu/u/academics/living-and-learning/residential-learning-communities/gender-and-sexuality/), advise the student organization [Spectrum](https://elon.campuslabs.com/engage/organization/Spectrum), lead and co-lead presentations and topics around gender and sexuality, implement events and programs for LGBTQIA students, and build intentional collaborations and partnerships across faculty, staff, alumni, student organizations, and community organizations. Additional opportunities available include event assessment, budget management, and committee work. While this position is primarily during business hours, some evening and weekend hours may be required to attend a student organization meeting, campus event, or community gathering such as the Alamance Pride Festival. For a full review of our mission, vision, and values, please review [www.elon.edu/glc.](https://www.elon.edu/u/glc/)

Professional development is important to support you and advance you in this work. Opportunities to attend local and national conferences are available, including on-campus professional development sessions on supervision, leadership, skill-building, collaboration, and career advancement. Our office has several institutional and individual memberships to organizations such as ACPA, NASPA, [Consortium of Higher Education LGBT Resource Professionals](https://www.lgbtcampus.org/), the [North Carolina Coalition Against Sexual Assault](https://nccasa.org/) (NCCASA), and the [North Carolina Coalition Against Domestic Violence](https://nccadv.org/) (NCCADV).

This position prepares you to enter the workforce by allowing you to gain experience with supervising, advising, programming, collaborating, building partnerships, conducting trainings, fiscal budget management, and strategic planning.

The Graduate Apprentice will have a semi-private workspace, computer, and phone.

# Primary Duties

* Co-advise our Gender and Sexuality Living Learning Community through attending advisor meetings, planning and executing events and programs, and working with the faculty co-advsior
* Advise Spectrum LGBTQIA student organization through regularly occurring meetings, supporting their leadership development, and helping in the events and planning
* Supervise a team of paid student assistants through being present team meetings, meet regular with students in a one-on-one setting, and attending weekly staff meetings (professional and student staff)
* Present and facilitate trainings and presentations (lead and co-lead) around topics of gender and sexual to students, faculty, staff, and community members
* Plan and execute the Kiki Ball, a program to bring ball culture to Elon
* Advance marketing mechanisms for the center through managing the website
* Understand and articulate concepts of gender and sexuality, equity, diversity, justice, intersectionality, and inclusion;
* Support the daily operations of the center, including the creation of connections with students, initiating and delegating tasks, maintaining organizational systems, and following up on inquiries.
* Brainstorm educational initiatives around dimensions of gender, gender identity/expression, and sexual orientation, including but not limited to topics on masculinity, femininity, transgender, non-binary, LGBTQIA, and intersections across areas of race, class, faith, and geography.
* Provide empowerment, inclusive leadership, and advocacy for LGBTQIA & Ally students.
* Provide a potential stand-in role as a voice of inclusion and resource for gender and sexuality committees such as the LGBTQIA Alumni Network, LGBTQIA Employee Resource Group, and Women’s, Gender, & Sexualities Studies Advisory Council.
* Advance training materials used in the campus-wide LGBTQIA Ally Training program, in academic classroom trainings, and in our gender-based violence prevention and response trainings.
* Update and advance the department strategic plan
* Draft budgets to re-allocate proper financial and human resources for new and continuing trainings around gender and LGBTQIA topics.
* Strengthen community connections with local organizations including Alamance Pride, PFLAG Alamance, Alamance Cares, Family Abuse Services, and CrossRoads.

# Additional Responsibilities Required

* Develop a professional development plan in the first semester and update it semesterly with the guidance of the director.
* Work with supervisor in year one to develop an integrative project for the second year, linking any learning from the apprenticeship with evaluation and recommendations for the MHE program.
* Hold regular supervisory meetings to share guidance, feedback, and prompt reflection on learning.
* Complete useful evaluations that focus on advancing areas of growth and furthering learning, including semester performance evaluations.
* Work with supervisor to bring together work in a final project including but not limited to a graduate apprentice transition binder for next graduate apprentice
* Create collaborations across and beyond the Student Life division, including but not limited to faculty, religious and spiritual life, fraternity and sorority life, alumni engagement, and athletics.
* Support annual priorities, participating in work groups as needed.

**Professional Development and Professional Network Opportunities:**

The Gender and LGBTQIA Center graduate assistant will have various opportunities for professional development and professional network opportunities. The apprentice is provided with $750 in professional development funding during the first year of the apprenticeship and membership in one professional organization during year one and two.

To review, those included in the position description are:

* Several institutional and individual memberships to organizations such as,
	+ ACPA,
	+ NASPA,
	+ [Consortium of Higher Education LGBT Resource Professionals](https://www.lgbtcampus.org/),
	+ the [North Carolina Coalition Against Sexual Assault](https://nccasa.org/) (NCCASA), and
	+ the [North Carolina Coalition Against Domestic Violence](https://nccadv.org/) (NCCADV).

Other opportunities, not included in the position description, but available to the graduate apprentice include but are not limited to:

* Outside of Elon University
	+ [NC LGBTQ Drive In](https://lgbtq.wfu.edu/nc-lgbtq-higher-education-drive-in-day-long/) Conference (professional staff)
	+ [Creating Change Conference](https://www.thetaskforce.org/creatingchange.html) (professional staff and students)
	+ [Puzzles Conference](https://www.google.com/search?q=puzzles+conference+north+carolina&rlz=1C1GCEO_enUS947US947&oq=puzzles+conference+north+carolina&aqs=chrome..69i57j33i22i29i30l3.6335j0j4&sourceid=chrome&ie=UTF-8)
	+ [RespectCON](http://respect.emory.edu/prevention/respectcon.html)
* Within Elon University
	+ [Ripple, Interfaith Conference](https://www.rippleconference.org/)
	+ [Intersect Conference](https://www.elon.edu/u/intersect-conference/)
	+ [Black Solidarity Day Conference](https://www.elon.edu/u/crede/black-solidarity-day/)
	+ [Summer Race/Ethnicity Series](https://www.elon.edu/u/news/2020/07/06/crede-to-host-summer-race-reflections-and-discussion-series-in-july/), hosted by the CREDE
	+ Offices/department-led workshops including [OLPD](https://www.elon.edu/u/fa/olpd/opportunities/), [SPDC/Student Supervisor Workshops](https://www.elon.edu/u/spdc/supervisors-of-student-staff-employee-resource-group/)