**Job Summary:**
The purpose of this position is to support LGBTQ Center programs, gain practical, hands-on experience, and collaborate with diverse populations of students, faculty, and staff. This position works directly with the Director of the LGBTQ Center to increase student involvement and to enhance students' collegiate experience by supporting the initiatives of the LGBTQ Center. Lastly, the LGBTQ Center PA will gain experience in office and event management, cultural competency, facilitation, and marketing.

**Hours and Compensation:**
The PA is hired for the full academic year and will work between 10-20 hours per week - to be determined at the time of hiring. Some evening and weekend hours will be required. The position is paid $13.25 an hour.

**Duties and Responsibilities:**
- Assist with planning and coordination of LGBTQ Resource Center initiatives and events
- Support, mentor, supervise, and evaluate student interns and volunteers
- Develop outreach and marketing materials
- Represent the Center at various events and outreach activities
- Outreach with students, student groups and campus departments that support the LGBTQ community
- Organize and plan the annual Lavender Graduation ceremony
- Conduct assessments, research and benchmarking surveys as needed
- Attend regular supervision and staff meetings;
- Participate in training and review literature as assigned
- Perform other duties as assigned

**Supervision:**
The LGBTQ Center Director supervises this position.

**Learning Outcomes:**
The LGBTQ Center PA will gain practical experience working directly with students in a higher education setting. Specifically the PA will:
- Enhance and develop critical thinking, communication, and leadership skills
- Gain a thorough understanding and appreciation of diversity and social justice issues
- Develop comprehensive event planning skills through implementation of campus-wide events
- Learn how to work in a professional office in a team setting

**Preferred Skills and Eligibility:**
- Be enrolled full-time in a graduate program. Students enrolled at the College of Community and Public Affairs are strongly encouraged to apply.
- Able to work with diverse students (race, nationality, religion, ability, sexual orientation, gender identity)
- Able to work independently and handle multiple tasks in a fast-paced environment
- Strong organizational skills
- Effective communication, interpersonal, and organizational skills
- Experience in event planning, training, or publicity a plus
- Proficient in Microsoft Word, Excel, Power Point, Google Drive, and social media platforms

Contact Dr. Kelly Clark, LGBTQ Center Director, at (607) 777-6054 or e-mail clarkk@binghamton.edu if you have any additional questions.