LGBTQ Programming and Outreach

The Graduate Assistant for LGBTQ Programming and Outreach will work under the supervision of the Assistant Director of Multicultural Affairs and LGBTQ Outreach to plan and implement events, opportunities for leadership development for student leaders, LGBTQ constituency-based outreach, support with social media, LGBTQ 101 training facilitation, and program assessment/evaluation. Applicants must be available for frequent evening and weekend programs and meetings.

The Graduate Assistant will also work closely with the OMA staff, participating in Multicultural Affairs and Student Affairs committees, trainings, retreats and general campus activities that are supportive of Multicultural Affairs and Undergraduate Student Life, as needed.

Key responsibilities include, but are not limited to:

- Assisting with program/event planning and outreach
- Co-facilitating LGBTQ 101 Safe Zone trainings for students, faculty, and staff
- Facilitating special discussion-based groups
- Supporting with LGBTQ student organization advising
- Assisting with the planning of the LGBTQ Leadership Retreat
- Coordinating assessment for the Safe Zone program and conducting research using benchmarking and trend setting techniques with other colleges and universities around new, innovative LGBTQ initiatives
- Assisting with social media and website updates/management
- Supporting Assistant Director with administrative tasks as needed
- Providing support of all Office of Multicultural Affairs projects, including the development and implementation of diversity education programs and trainings for Columbia undergraduate students
- Opportunities for increased responsibilities around area(s) of interest
- Other duties as assigned

Minimum requirements and competencies include:

- A strong foundational knowledge of LGBTQ communities and issues
- Involvement with program and project management
- Experience with event planning
- Experience with web forms and assessment tools
- Thorough knowledge of social media spaces
- A commitment to social justice and diversity education
- Facilitation experience for both small and large group discussions
- The willingness to be part of a team

Ideal candidates will possess experience with and/or understanding of the unique needs and concerns of the LGBTQ community, strong interpersonal skills, a passion for leadership development and programming, a desire to work closely with students, strong organizational skills, flexibility, and self-motivation. Graphic design experience is especially helpful and a good sense of humor is always appreciated.

Candidates with a strong background in group facilitation, facilitation training, and multicultural/diversity training are preferred. PhD students are highly encouraged to apply.

To apply, email multicultural@columbia.edu by May 17, 2015.