**Office of Intercultural Relations**

**Advocate & Ally Engagement Graduate Assistantship**

**Direct Supervisor**: Alicia Phillips, Associate Director for Intercultural Initiatives, Office of Intercultural Relations

**Contact**: Alicia Phillips, [aphillip@odu.edu](mailto:aphillip@odu.edu), 757-683-4406

**Purpose:** The Graduate Assistant for Advocate & Ally Engagement coordinates educational programming and services through the Office of Intercultural Relations for Student Engagement & Enrollment Services. The GA is an integral part of the Safe Space Committee as well as the Spectrum Floor Community Education Team.

**Qualifications & Skills:**

* Demonstrated knowledge on cultural dimensions and frameworks that  impact and influence LGBTQ communities and individuals
* Demonstrated ability/skills in working with the LGBTQ collegiate student population
* Experience coordinating and implementing programs, activities, and events
* Demonstrated leadership qualities and abilities.
* Demonstrated level of cultural competency
* Ability to engage and interact with diverse populations.
* Excellent interpersonal and communication skills.
* Demonstrated organizations skills and ability to focus on details.
* Computer competency

**Job Functions & Responsibilities:**

* Serve on the Safe Space Committee as an active member & assist with Ally Certification training
* Liaise with relevant student organizations, LGBT Alumni Club, LGBT Caucus and other campus and community constituents
* Coordinate, market and implement the Lavender Reception
* Collaborate with Housing and Residence Life on programming for the Spectrum Floor
* Support SEES in collecting assessment data
* Serve as a student spokesperson for gender and sexuality inclusion at fairs, information sessions and classroom presentations
* Execute evening and weekend programming as needed

**Academic and professional knowledge and skills derived** **from experience:**

* Experience in program development and event management
* Enhanced professional, academic and social networking skills
* Experience in curriculum development & training
* Experience collaborating with other campus departments, offices and organizations
* Improved intercultural communication and critical thinking skills
* Trouble-shooting and problem-solving skills
* Enhanced research and analysis skills
* Experience navigating and working with diverse communities

**Length of Assistantship**: 1 year (Tuition waiver in unavailable for the 2014-15 term)  
**Hours & Stipend:** 20 hours/week | $10,000 *Phillips* 08192014