

Appalachian State University
Office of Multicultural Student Development
Graduate Assistantship
Henderson Springs LGBT Center

The [Office of Multicultural Student Development](#) provides services and support for students from underrepresented populations by demonstrating genuine care for their well-being, aiding in their growth and development, enhancing their skill development, advocating for their needs and assisting them in accessing resources across campus and in the wider community. Students involved in the various activities are assisted in developing environments that enhance diversity, promote ethical and moral development, and provide leadership and experiential learning opportunities.

This campus resource will provide advocacy, support and programming to students and the campus community. The Henderson Springs LGBT Center will accomplish its goals by providing campus-wide programs, developing and implementing workshops and presentations, collaborating with other offices both in and out of the Division of Student Development, and offering support to the students, faculty and staff who visit the center. Events and trainings coordinated in the center include but are not limited to: Appalachian Allies training, National Coming Out Day, HIV Awareness, LGBT Student Panels, Pride Day, and Lavender Graduation.

The Graduate Assistant will be responsible for:

- Providing daily maintenance of the center including: training and supervising volunteers, marketing the center (website maintenance, brochure/poster design, etc), organizing and maintaining records and filing systems, developing and maintain a resource library and providing support and referrals for visitors to the center.
- Facilitating a bi-monthly volunteer staff meeting
- Attending weekly MSD staff meetings
- Coordinating Appalachian Allies Safezone Training including: scheduling rooms and trainers for each training date, managing registrations, and maintaining the Appalachian Allies list-serve.
- Coordinating the LGBT Taskforce meetings and sending out reminders and minutes to members
- Helping students plan a LGBT graduation ceremony at the end of spring semester
- Attending SAGA and TRANSaction meetings as needed
- Serving on University Committees as assigned
- Collecting and analyzing data for program assessments
- Additional responsibilities will include creating resource material and information as needed
- Other duties as assigned

The graduate assistantship in the Office of Multicultural Student Development requires the candidate to work an average of 20 hours per week for a total of 750 hours per academic year. This person will report to the Associate Director for Multicultural Student Development.

Additional qualifications include:

- An undergraduate bachelor degree
- Prefer demonstrated involvement in gender topics, LGBTQIA+ topics, or health promotion education activities