



**Appalachian
State University
The Office of Intercultural Student Affairs
Graduate Assistantship
Henderson Springs LGBTQ Center**



The Office of Intercultural Student Affairs (ISA), a part of the Division of Student Affairs, contributes to the academic mission of Appalachian State University by providing marginalized and underrepresented students with mentoring, advocacy, community and identity affirmation; as well as by offering multiple and varied learning opportunities for all Appalachian students to develop an appreciation for diversity and different perspectives, enhance self-awareness, increase multicultural knowledge and strengthen intercultural competency.

The Henderson Springs LGBTQ Center, a unit within ISA, provides advocacy, support and programming to students and the campus community. The Center strives to advocate for all students within the LGBTQ+ community, and enhance educational opportunities on campus that engage with gender and its intersection with other marginalized identities. The LGBTQ+ Center provides campus-wide programs, develops and implements workshops and presentations, collaborates with other offices both within and outside of the Division of Student Affairs, and offers support as a student-run identity center. Annual events coordinated by this Center include: App Pride Month, Trans Day of Visibility (TDOV), Ally Development Training, and the Neers4Queers Mentorship Program.

The Graduate Assistant will be responsible for:

- Advising and managing the App State Henderson Springs LGBTQ Center, which includes: Carrying out the LGBTQ+ Center mission, goals, and objectives, recruiting and retaining members, coordinating volunteer schedules, planning and implementing volunteer training and peer mentorship programs, developing, organizing, and supervising committees, website updates and maintenance, and providing support, guidance, and oversight to student volunteers and committees.
- Directing weekly volunteer meetings, creating agendas, facilitating idea development, etc.
- Oversee the annual budget, including tracking spending, reconciling purchases, and providing updates to the Associate Director of Intercultural Student Affairs.
- Provide leadership in the planning and execution of App Pride Month Programming.
- Serve as the primary coordinator for major events (e.g., Drag Show), which includes: reserving room spaces, overseeing the budget, fundraising, selection and supervision of production crew, auditions, show night management, etc.
- Collecting and analyzing data for LGBTQ+ Center program assessments, including volunteer surveys, program participant surveys, and event evaluations. An end-of-year report will also be submitted, including an overall summary of these data.
- Providing direct support and mentorship to students who utilize the Center.
- Additional responsibilities will include creating resource material and information as needed.
- Other duties as assigned

The graduate assistantship in the Office of Intercultural Student Affairs 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 Assistant Director of Intercultural Student Affairs.

Additional qualifications include:

- Completion of a Bachelor's Degree and enrolled in a Graduate degree program
- Preferred Qualification: demonstrated involvement in education, outreach, and/or activities related to

gender, the LGBTQIA+ community, and/or sexual assault awareness and prevention