

## **LGBTQA Pride Center JOB DESCRIPTION - Student Assistant**

**Job title** Peer Educator

**Hours per week** Fall/Spring: Up to 10-15 hrs/week based on budget;

**Length of appointment** Through Fall 2022. Eligible for rehire in Spring 2023

**Name of supervisor** Robert Aiello-Hauser **Extension** 4987

**Purpose of the job (definition)** Peer Educators in the center work collaboratively with professional staff to create safe and inclusive spaces, build community, empower and advocate on behalf of students, provide education about LGBTQ topics, and organize engaging and relevant programming. The Peer Educator will be responsible is maintaining, developing, and supporting educational activities that support the mission of the Pride Center, both in the center and around campus. Peer Educators will support ongoing center programs and develop their own programs to be sponsored or co-sponsored by the center. They will be the spokesperson for any programs that they are responsible for. Opportunities for Social Media interaction also available based on skill set.

### **Primary Duties and Responsibilities:**

#### **1. Administrative**

- 1. Check e-mail once a day.**
- 2. Complete timesheets by the 15<sup>th</sup> and last day of the month.**
- 3. Complete shift logs as assigned.**
- 4. Provide supervisor with semester availability prior to the commencement of each semester and notify supervisor of any schedule changes.**
- 5. Complete program/event proposals, marketing and planning forms, and evaluations.**
- 6. Communicate with Director regularly**

#### **2. Front Desk Duty**

- 1. Greet incoming visitors, give tours of the Pride Center, and direct visitors to appropriate resources.**
- 2. Provide primary phone reception.**
- 3. Perform daily, weekly, and monthly space maintenance.**
- 4. Open, close, and/or stock the Center.**

#### **3. Trainings and Staff Meetings**

- 1. Must attend Pride Center and 5 Center Training before fall semester**
- 2. Must attend spring training before spring semester**
- 3. Participate in weekly staff meetings.**
- 4. Attend weekly supervision meetings.**

#### **4. Community Center Events and Programs (as designated by professional staff)**

- 1. Attend and possibly staff Signature Events, including, but not limited to Coming Out Day, Coming Out Monologues, Trans Day of Remembrance, Tukwut Life events and gAyPRIL events.**
- 2. Support, promote, and stay well-informed of other Peer Educator events and programs.**

#### **5. Other Duties as Assigned**

