

GSRC Student Engagement Leader

DESCRIPTION

The GSRC Student Engagement Leader (SEL) helps plan and execute LGBTQIA+ programming (passive and active), develop and design GSRC story and resource sharing, and serve as an ambassador of the GSRC in the space and when doing community outreach. SEL's help design and produce the creative direction of the GSRC while also staying abreast to events and opportunities to represent the office for tabling and other outreach throughout campus.

HUMAN RESOURCES DETAILS

Shifts: 10-15 hours/week • Mornings, evenings, and weekends available

Starting Wage: \$15/hour (this may increase depending on minimum wage increases)

Reports To: GSRC Director

GSRC HOURS OF OPERATION (during the academic year while classes are in session)

Mon – Fri 9am – 11 pm, Sat & Sun 11am-11pm

ESSENTIAL FUNCTIONS & EXPECTATIONS

Student Engagement Leaders will report directly to the GSRC Director. Duties include completing projects off the research and design list, coordinate the Faces of Pride initiative, coordinate student art exhibits, research and design educational exhibits and resource in the center, support the GSRC Director and GA facilitating center events, and conduct campus outreach efforts.

The position requires maintaining a regular weekly schedule with some flexibility for program and outreach support. SEL's must attend and occasionally lead portions of the bi-weekly OA meetings and quarterly trainings for team building, development, and advancement opportunities throughout the academic year.

Expectations:

- Adhere to expectations set forth by the GSRC
- Remain in good academic standing, with a minimum cumulative GPA of 2.7, with no/low level conduct violations. Conduct violations are subject to review.
- Must complete projects in the timeline established
- Meet weekly with the GSRC Director
- Work with OA SS to support the OA program learning and development at bi-weekly team meetings
- Attend quarterly team trainings, only absence exception is for scheduled classes
- Complete annual performance evaluations

MINIMUM SKILLS AND QUALIFICATIONS

- Current Northwestern University undergraduate student
- Work-Study eligibility is strongly preferred but not required
- Ability to work and solve problems independently and collaboratively
- Punctuality and reliability with meetings and deadlines
- Design skills (photography, video, graphic design, canva, adobe suite)
- High degree of organization and professionalism
- Intermediate computer skills
- Desire to serve peers and act as a role model
- Comfortable communicating and facilitating learning with students, staff, community members, and alumni.
- Experience research and resource collection, customer service, and demonstrated commitment to diversity and inclusion are highly desirable.
- Availability for weekend shifts is a must.
- Demonstrate commitment to diversity and social justice through coursework or involvements
- Strong understanding of how to respect diverse gender identities and sexual orientations

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