

**IUP LGBTQIA Support**  
**Graduate Assistant, 2023-2024**

---

The LGBTQIA+ Support graduate assistant plays an integral role in the creation of campus-wide programs related to the LGBTQIA community. This position is housed in and relates to the Center for Multicultural Student Leadership and Engagement. This graduate assistant is heavily involved with researching best practices and developing workshops and programs focused on the LGBTQIA community. Additionally, the graduate assistant will interact with students, faculty, and staff from across campus.

**Job Responsibilities:** This graduate assistantship student is responsible for providing administrative and advisory support for IUP student leaders in Pride Alliance, Colors in Unity, Trans Tea Time, Identity & You, Cro-Gay and any other recognized student organizations working with the LGBTQIA population. Primary responsibilities will be discussed and established with the supervisor prior to the start of the assistantship as different times of year will provide different opportunities.

Expectations, duties, and assignments:

1. Serve as graduate advisor to the IUP Pride Alliance, Colors in Unity, and any other organizations working with LGBTQIA+ student, including regular one-on-one meetings. Assist with leader recruitment, selection, training, meeting coordination, program development and implementation for student groups and campus LGBTQIA+ organizations.
2. Serve as a member of the LGBTQIA+ Commission.
3. Initiate and implement LGBTQIA+ programming, including: Ally Training, Queer Conversations, the Grad group, Lavender Graduation, Queer Arts Showcase, and other events.
4. Assist students in designing, implementing, and evaluating events and meetings.
5. Educate students on and ensure adherence to all national, local and university policies.
6. Assist in the implementation, advancement, and assessment of LGBTQIA+ engagement initiatives.
7. Assist in the design and production of various brochures and guides as well as website management and use of Crimson Connect, Instagram, and other social media tools.
8. Meet formally on a weekly basis with Senior Assessment Coordinator and LGBTQIA+ Support individual (supervisor).
9. Represent LGBTQIA+ Support/MCSLE at one or more university admissions event (as negotiated).
10. Serve as a member of the MCSLE graduate staff by attending meetings and working cooperatively on assigned projects.
11. Maintain regular office hours as negotiated (20 hours per week) including some evening and weekend commitments.
12. Acquire a basic understanding of all facets of the MCSLE through assigned meetings and seminars within the Center.
13. Develop an understanding of the interrelationships between the LGBTQIA+ Support, the Office of Social Equity, and the many support agencies on campus and in the community.
14. Complete other special projects as assigned by the professional supervisor.

**Compensation:** Full tuition waiver (in or out-of-state) and a stipend per academic year (as allowed by IUP), housing and meals can be negotiated with Housing responsibilities

**Term of Appointment:** One-year assignment, renewable for second year, beginning fall semester 2023 (August)

**Contact Information:** Comments or questions should be directed to (supervisor):

**Tedd Cogar, Senior Assessment Coordinator and LGBTQIA Support**

**Indiana University of Pennsylvania | 945 Oakland Avenue, Elkin Hall | Indiana, PA 15705**

**office: 724.357.2598 | [tcogar@iup.edu](mailto:tcogar@iup.edu)**