Gender & Sexuality Resource Center: In Spring 2014, the Gender & Sexuality Resource was developed from a merger between the Women's Resource Center and the LGBT Resource Center. The Center provides a home away from home experience with comfortable space and a supportive climate for all students in their educational pursuits at Northern Illinois University.

Department Mission: In alliance with the vision and mission of Northern Illinois University and the Division of Student Affairs & Enrollment Management, our Center acknowledges the historical impacts of women and lesbian, gay, bisexual, transgender and/or queer identities. We are a home away from home for all persons, inclusive of sexual and gender identities, and all forms of masculinity and femininity.

Our Center serves as a central location for resources and support where acceptance of intersectional identities is encouraged and celebrated. Through student leadership development, advocacy, campus and academic engagement, and professional development opportunities, we collaborate with community, state, and national partners, alumni and other stakeholders to challenge societal constructs of gender and sexuality norms and promote social justice.

Department Goals:
1) Create and sustain partnerships with academic and supportive departments and organizations to promote the retention of students.
2) Provide students with experiences to develop as culturally competent professional leaders.
3) Invest in student connections and engagement with NIU through networking with peers, faculty, staff, alumni and community partners.
4) Create opportunities for all to learn and feel welcome, honoring supportive spaces needed by marginalized populations, while balancing the impact of privilege and equity.

Student Affairs Mission: In alliance with the educational mission of Northern Illinois University, the Division of Student Affairs & Enrollment Management creates student learning opportunities beyond the classroom that inspire intellectual, personal, and civic growth for leadership in a diverse and complex world.

The Position: This is a full-time graduate assistantship (20 hours) reporting to the Assistant Director of Gender & Sexuality Resource Center. The graduate assistant is responsible for significant programming responsibilities, helping promote the Center and its projects, as well as helping to support the mission and vision of the department. This position specifically focuses on assisting with projects designed to enhance the university’s services for leadership and empowerment of men and women students of NIU through an intersectional and gender equity lens.

Responsibilities: Below is a list of responsibilities and dependent on the interests and skills of applicants, duties assigned to the position could include:

- Program Development/Planning/Implementation: Assisting with the development, organization and implementation of several events to enhance student leadership, empowerment, personal and professional development; Assisting with the development of programs and workshops to empower women for Women’s History Month, related awareness months and other cultural heritage months.
- Program Evaluation: Assisting with the development of evaluation questions and assessment of programs and services
• **Public Speaking:** Assisting with presentations on gender-specific topics to Divisional departments, Community Assistants in the Residence Halls, University campus and community groups, as needed. Facilitating discussions or leading workshop sessions, as needed.

• **Student advising/leadership development:** Overseen student topic series presentations across campus and in the community as needed, including assisting with the Men Advisory Network. Assist with the supervision of volunteers and/or student staff assistants, as needed to assist full-time staff. Display a team approach in all interaction in accordance to the Center’s mission and goals.

• **Research:** Assisting in benchmarking, researching models for best practice services and other data gathering activities for program and service development.

• **Oral & Written Communication:** Communicating clearly, accurately, and professionally in all interactions and materials representing the Center across the campus and in the community.

• **Collaboration:** Working with the Center staff members, campus and community partners in support of the Center’s mission and goals.

• **Organizational Skills:** Assisting with multiple assignments, tasks, and projects in an organized, efficient, and timely manner with high quality and minimal supervision. Assisting with administrative tasks, such as mailings and errands, program publicity, data base updates, web page and social media updates, etc.

**Requirements:**

- Admitted to NIU’s graduate school and enrolled in a graduate course of study.
- Preference will be given to graduate students pursuing a degree in Counseling, Adult and Higher Education, but those pursuing in a closely related field or discipline at Northern Illinois University will be considered.
- Academic background in or experience with women and men topics or programming with an interest in gender equity.
- Must be an effective communicator, willing to join a fast-paced but close-knit team of staff members.

**Qualifications:**

- Demonstrated skills in leadership, communication, and the ability to work professionally with students
- Experience working with students of diverse educational, racial, ethnic, and cultural identities
- Knowledge of topics that impact gender and identity development
- Excellent organizational skills and high initiative level
- Effective communication skills
- Ability to work 20 hours per week (including possible evening hours on occasion)

**Salary/Compensation for a 10 month, 20 hours per week position includes:**

- **Start Date:** August 16, 2016
- **Salary:** $1,000 per month ($500 distributed semi-monthly)
- **Housing in residence hall:** no
- **Meal Plan:** no
- **Tuition:** Full tuition waiver (excluding student fees)

**Contact Information:**

**Assistant Director of Gender & Sexuality Resource Center**
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