

**Gender & Sexuality Campus Center**  
**Division of Student Life**  
**Leadership and Program Student Staff**

**Overview**

The job of the Leadership and Program Student Staff is to work with GSCC staff to meet LGBTQ+ programming needs in relationship to GSCC and campus leadership initiatives.

This is a student staff position and will be held from July 1, 2019 through May 30, 2020. This position is renewable based upon satisfactory performance review and enrollment as a UW-Madison student. This position reports to the Graduate Student for Leadership at the GSCC.

**Pay & hours**

The hourly pay will be \$11/hour for undergraduate students and \$14/hour for graduate students. This position is approximately 15 hours/week for the academic year when school is in session. Most of those hours will be office hours in the GSCC on a consistent weekly schedule, with some hours for after-hours event support, tabling, and other engagement. Limited summer hours are available. Student staff must remain in good academic standing.

**Staff culture & communication**

We have a staff of four professional staff and 7-9 student staff.

- We value a welcoming community atmosphere and strive to: have open communication, hold ourselves and each other accountable to the work, and honor ourselves as full authentic people.
- We depend on student staff to have and express opinions on: programming, speakers/guests we sponsor as an office, and office vibe. Student perspectives are our strongest asset.
- We use the GroupMe phone app and/or browser app to stay in communication about quick work updates, scheduling, and other notices.
- We will try to have professional development opportunities, snacks, office supplies, printing, and other resources available to you as much as we can.

**Job responsibilities**

- Work closely with Campus Center staff to initiate, coordinate and present unique programs and events focused on marginalized communities on campus related to leadership and identity development
- Act as the lead coordinator of the LGBTQ Peer Mentor Program, including: advertising, training, matching participants, planning and running relevant events, and assessment.
- As a support staff, collaborate on aspects of the Queer Emerging Leaders Program, including developing supported and ongoing relationships with campus and community partners
- Constructively evaluate programs, events, and volunteer opportunities
- Maintain records of work in order to create a seamless transition between current and future Leadership and Program Student Staff
- Attend and actively participate at weekly staff meetings, staff trainings, appropriate committee meetings, and one-on-one meetings as determined by supervisor

- Maintain a commitment to centering the voices of and collaboration with marginalized communities, including but not limited to: people of color, transgender communities, disabled people/people with disabilities, people of faith, intersex individuals, international students, undocumented students, and people at the intersections.

### **Strong candidates will exhibit**

- Working and applied knowledge of the specific issues and experiences of people at the intersection of sexual orientation, gender identity/expression, and other social identities
- The ability to work as a member of a team while also being accountable for individual projects
- The capacity to multitask and balance many projects
- Organizational and logistical skills- to manage a complex program with many moving parts
- High attention to detail, promptness, and confidentiality in your work
- A capacity to be critical and express criticism of GSCC practices and decisions, in order to make us a more socially just office

### **Application Requirements**

Please submit the following to: [katherine.charekbriggs@wisc.edu](mailto:katherine.charekbriggs@wisc.edu)

Subject: Leadership and Program Student Staff application

- Cover letter (one page is fine)
- Resume with three references
- Any other material you would like to share. This is optional. For example:
  - materials that show your perspective on leadership, mentorship, etc. This could be websites, books, or organizations you like or that inspire you.

In your cover letter, please be sure to include:

1. What experiences or qualities do you have that would assist you in this position?
2. What is most exciting to you about this position?
3. How would you use this position to center QTPOC and other multiply marginalized student populations?

**Applications are accepted on a rolling basis.** Please contact Katherine Charek Briggs, GSCC Assistant Director, at [katherine.charekbriggs@wisc.edu](mailto:katherine.charekbriggs@wisc.edu) or 608-265-3344 to talk more about this position, the hiring and application, or any other questions you may have.

*The Gender and Sexuality Campus Center welcomes applications from individuals of all identities and backgrounds and does not discriminate in hiring practices. The LGBT Campus Center adheres to UW nondiscrimination policies: the UW Office for Equity and Diversity "is committed to providing equal opportunity and equal access and to complying with all applicable federal and state laws and regulations and UWS and university non-discrimination policies and procedures." Students are protected under the bases of age, ancestry, color, creed, disability, ethnicity (specifically involving harassment by UW employees), marital or parental status, national origin, pregnancy, race, religion, retaliation for making a complaint of discrimination, taking part in an investigation relating to discrimination, sex, and sexual orientation.*