

STUDENT INVOLVEMENT – UNIVERSITY OF NEBRASKA-LINCOLN

SI Content Area:

Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Asexual & Ally Programs & Services

Job Title: LBGTQA+ Resource Center Peer Mentor Coordinator (Undergraduate)

Hours Per Week: 10-15 hours/week

Position Reports to: Pat Tetreault, Ph.D.

Work Location: 346 Nebraska Union

Pay Per Hour: \$9.00

GPA Requirement: 2.5 Every Semester

Position is available: August-May (Academic Year – some summer work may be possible)

Basic Function:

1. Work with the graduate assistant (GA) to interview, hire, train, and educate the peer mentors.
2. Work with the GA to match mentors with mentees.
3. Work with the GA to develop a budget for the program at the beginning of the academic year.
4. Collaboratively plan retreats and weekly/biweekly mentor staff meetings with the GA and program assistant (PA). Work with the Director if the GA is not available.
5. Create agendas for meetings, retreats, etc..
6. Monitor the Peer Mentor Program budget by tracking and documenting all expenses.
7. Collect and organize mentor, mentee, and program assistant schedules.
8. Work with the GA & PA to set schedules for mentee and mentor check-ins; and staff meetings.
9. Create a mentor handbook for each mentor (with the PA).
10. Evaluate the program through surveys and other assessments with the help of the Training and Assessment Coordinator in Student Involvement.
11. Coordinate with the Communications/Outreach Coordinator to effectively communicate and interact with mentees and mentors.
12. Promote and recruit for the program at the beginning of each semester (I.e. sending out applications to the listservs, providing printed materials in residence halls, talking to students at Big Red Welcome, etc.).
13. Keep the paperwork for the program organized and in electronic format for ease of access and transition. Maintain all materials in Box.
14. Communicate with the mentors to receive their monthly tracking of their mentees' progress. Maintain statistics and contact information for the Program.
15. Maintain open communication with all center staff about the program, as this is a collaborative engagement opportunity for students. Keep the GA and Director informed of activities, concerns, etc.
16. Work with PA and GA for planning and implementing retreats each semester.
17. Must be flexible and available to work some evening and weekend hours.

Content Area Responsibilities 90-95%

1. Assist with the daily operating functions of the LGBTQA+ Resource Center, including staffing the office, cleanliness of the center, operating ResourceMate, working cooperatively and collaboratively with other/all resource center staff and volunteers, and the Director.
2. Attend resource center staff and volunteer meetings and utilize information sharing & communication methods effectively & appropriately, including email, social media, listservs, & voicemail.
3. Staff programs, booths, and other events as needed.
4. Keep track of center contacts, and education efforts (statistics) and assist with compiling center statistics for each semester. Assist with progress reports.
5. Other duties as assigned.

Student Involvement Responsibilities 5-10%

6. Participate as an active staff member in all Student Involvement training, orientation, and staff development meetings, programs and committees.
7. Assist in the development of collaborative projects across other SI content areas when possible.
8. Assist in the development of collaborative projects with other campus offices, departments, and divisions as opportunities arise to help achieve the goals and mission of Student Involvement.
9. Assist students and other customers of Student Involvement as needed.

Requirement: Must be enrolled and attending UNL during the academic year.

Special Qualifications: The ability to function well in a multiuse environment with a variety of programs, services and demands.

Qualifications:

1. Excellent communication skills, detail oriented, positive attitude and good work ethic.
 - a. Comfortable with public speaking and giving presentations on topics related to sexual orientation, gender identity/expression and social justice.
 - b. Able to represent the LGBTQA+ Resource Center effectively and professionally.
 - c. Strong organizational and time management skills.
 - d. Strong writing and interpersonal skills.
2. The ability to:
 - a. work independently with minimal direction;
 - b. work well as part of a team (the center's student staff, volunteers and Director);
 - c. use or learn to use our software applications (e.g., Microsoft Office, ResourceMate, Publisher);
 - d. learn about, and provide information about the center, our programming and services;
 - e. learn about and support a social justice approach to LGBTQA+ Programs & Services and understand the intersections of identities and the interconnected nature of power and privilege;
 - f. manage details effectively; and
 - g. the ability to facilitate or coordinate focus and discussion groups.

3. Reliable and responsible fulfillment of job responsibilities.
4. Interested in and committed to working with the LGBTQA+ student population.
5. Ability to welcome, include and engage individuals coming to the center, student staff and volunteers (assist in the development and maintenance of brave space).
6. Work well with the other center staff, volunteers, program attendees and the center director.