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

Job Title: LGBTQA+ Resource Center Peer Mentor Assistant (Undergraduate)

Hours Per Week: 2-3 hours/week                                           Position Reports to: Pat Tetreault, Ph.D.
Work Location: 346 Nebraska Union
GPA Requirement: 2.5 Every Semester

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

Basic Function:

1. Maintain open communication with the peer mentor coordinator and the graduate assistant.
2. Plan and implement monthly program socials with the programming coordinator.
3. Under the direction of the Peer Mentor Program Coordinator (PMC), put together a mentor handbook for each of the mentors, director, graduate assistant, and peer mentor coordinator.
4. With the graduate assistant and PMC, set schedule for events, socials, retreats, etc.
5. Contact mentors for their schedules (work, class, other) and set a time for and attend weekly/biweekly mentor staff meetings.
6. Create contact sheets with student staff, director, mentors, and mentees contact information.
7. Work with PMC and GA for planning and implementing retreats each semester.
8. Staff the LGBTQA+ Resource Center for about two hours per week.
9. Plan, promote, and coordinate program events, socials and networking opportunities

Benefits
1. Personal and professional development.
2. Contribute to the betterment of our peers, community, and campus.

Qualifications:

1. Excellent communication skills, detail oriented, positive attitude and good work ethic.
   a. Strong organization and time management skills.
2. Warm, welcoming, and non-judgmental personality.
3. Practices good time management and study habits.
4. Desires to make personal and professional connections with peers.
5. The ability to:
   a. Work independently.
   b. Work well as part of a team (mentors, LGBTQA+ Center staff, etc.).
   c. Learn about, and provide information about the center, our programming and services.
6. Reliable and responsible fulfillment of job responsibilities.
7. Interested in and committed to working with the LGBTQA+ student population.
8. Ability to welcome, include, and engage mentors, mentees, and others.