



HESA Graduate Assistant – Supplemental Description of Duties

Supervisor: Ian Shick – Assistant Director, Rainbow Center

Graduate Assistant:

The items below describe the duties that are required as part of this assistantship: Duties and Responsibilities:

- Co-organize and facilitate IRIS (Influencing Readiness, Inspiring Success), a peer mentoring program
- Assist in the development of resources via manuals, handbooks, presentations, and other sources of communication to serve the LGBTQIA+ community
- Co-supervise, train and develop Rainbow Center student staff
- Execute the PR & Social Media strategy for the Rainbow Center
- Participate in the recruitment, hiring and selection of student staff and interns
- Collaborate with other UConn cultural centers and other UConn departments/units to achieve strategic initiatives
- Assists the AD with the development and implementation of educational, cultural, and social programs to serve the UConn community
- Organize data collection from programs and other activities facilitated by the Rainbow Center
- Facilitates trainings and other educational programs
- Other duties as assigned by the AD, in addition to assisting with general office tasks