

General Subcommittee Member to the Student Advocacy Committee Position Description
(6 positions open, compensation of \$16.50/hr for 3-4 hrs of committee work/week)

The **UCLA LGBTQ Student Advocacy Committee** is a leadership development opportunity for UCLA graduate and undergraduate students to address LGBTQIA+ related concerns on campus. The Committee is organized into subcommittees based on two issue areas (for example, supporting QTBIPOC students and health and wellness, etc.). Issue areas may fluctuate each academic year, depending on campus advocacy priorities and committee members' interests. All committee members are supervised by the Director of the UCLA LGBTQ Campus Resource Center. **General subcommittee members** are also supported by the four Subcommittee Co-Leads, who work in pairs to oversee their assigned subcommittee/issue areas.

Meeting Times & Expectations:

During "even" weeks, the General Committee meets, which includes the LGBTQ CRC Director and all Subcommittee Co-Leads. During "odd" weeks, Subcommittees meet, which include the Subcommittee Co-Leads and General Subcommittee Members assigned to that issue area. Meetings are held for an hour via Zoom. **General Subcommittee Members** are expected to attend all Subcommittee meetings to discuss issue areas, provide updates, be assigned tasks, and co-work on relevant action items. On "even" weeks, General Committee Members are expected to work at least 1 hour on their assigned tasks/action items. While not required, General Subcommittee Members are welcome to join the General Committee Meetings.

Position Responsibilities:

- Work with the LGBTQ CRC Director, Subcommittee Co-Leads, and other General Subcommittee Members to raise awareness of critical issues that impact UCLA's LGBTQIA+ community.
- All General Subcommittee Members must attend Subcommittee meetings to check in, goal set, work on action items, and provide updates.
- May consult with the UCLA LGBTQ CRC Director and/or participate in Zoom meetings with other campus administrators, department heads, students, staff, and faculty to discuss relevant issues
- May host meetings and programs, develop reports, graphics, educational materials or other duties to support the committee's work.
- Stay in communication with other Subcommittee members and Co-Leads via internal Slack channel and/or other forms of communications the Committee decides upon.

Minimum Position Qualifications:

- Knowledge, sensitivity, and understanding of diverse lesbian, gay, bisexual, transgender, intersex, asexual, and aromantic people in a global context
- Demonstrated commitment to equity, diversity, and inclusion that centers social justice and intersectionality
- Knowledge and understanding of Queer, Trans, Black, Indigenous, People of Color experiences
- Ability to work and carry out projects without everyday direct supervision

- Ability to follow instructions and accept/apply constructive feedback with a positive attitude to improve performance
- Must be a currently enrolled undergraduate or graduate student at UCLA

Preferred Position Qualifications:

- Previous experience in LGBTQ or cultural center spaces
- Previous experience working with historically underrepresented populations
- Previous advocacy, governmental and/or leadership experience
- Work-Study funding preferred

Compensation:

Hourly rate of \$16.50/hour for a total of 30 hours (or 1 hr/week) for a total of \$500/year.

All 2020-2021 LGBTQ Student Advocacy Committee appointments run from Winter 2020 – June 2021, excluding academic holidays. Interviews for the Subcommittee Co-Leads and General Subcommittee Members will be held via Zoom by the end week 1 of Winter quarter.

Applications are due by Mon Jan 4th, 2021 at 9am PST and interviews will be held via Zoom by the end week 1 of Winter quarter. If you have any questions, email Minnie Esquivel Gopar (mgopar@lgbt.ucla.edu).

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