



LGBTQIA Scholars (Q-Scholar) – Job Description

Thank you for expressing interest in applying for the LGBTQIA Scholar (Q-Scholar) position for the academic year of 2019-2020. This year all applicants must complete the SDMA Leader Common Application form on LUCentral. All application materials include: application, resume, and letters of recommendation information which will only be accepted through LUCentral using the following link: <https://orgsync.com/72155/forms/353600> Please note that 3 Q-Scholars will be selected to work on specific project areas that pertain to the development of Safe Space Trainings, Q-Retreat, QTPOC, and other Q-Initiatives.

APPLICATION PROCESS

- **Priority deadline** for SDMA Leader Applications is Friday, March 1, 2019 (*applicants are prioritized in the recruitment process*)
- Final deadline for SDMA Leader Applications is Wednesday, March 6, 2019 by 12 PM
- Recommendation forms must be completed by one Loyola faculty, staff, or employed student-leader
- Recommendations are due by Wednesday, March 6, 2019 before 12 PM
- Interview Notification for candidates are Friday, March 8, 2019 by 5 PM
- Interviews will be scheduled between Monday, March 18 and Friday, March 29, 2019
- Applicants will be offered positions on Wednesday, April 3, 2019 by 5:00 p.m.

ELIGIBILITY REQUIREMENTS

- Full-time undergraduate enrollment at Loyola's Lake Shore or Water Tower Campuses
- Identify as a member of the LGBTQIA+ community
- Completion of at least two semesters of study at Loyola with a minimum 2.5 cumulative GPA
- Maintenance of good standing with the university (i.e., not on academic or disciplinary probation)
- Familiarity with the unique college experience of underserved students, specifically LGBTQIA+ students, including but not limited to students of color, multi-racial students, first-generation, etc.
- Familiarity with academic & co-curricular resources and opportunities available to students at Loyola

COMPENSATION

Q-Scholars receive a tuition restricted scholarship for the academic year, distributed over two semesters (fall and spring). Failure to meet the responsibilities of the position may result in termination or a prorated amount of the scholarship.

TERM OF POSITION

Thursday, August 22, 2019 – Friday, April 24, 2020

Q Scholar Responsibilities:

The Department of Student Diversity and Multicultural Affairs (SDMA) has expanded our LGBTQIA (Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, Asexual/Ally) Initiatives, known as Q-Initiatives. As a part of our growing endeavors, we have 2 student scholar positions to serve as an LGBTQIA scholar, known as Q-Scholar, and to be a part of the SDMA Leaders cohort at Loyola University Chicago.

Q-Scholars will have a one hour weekly staff meeting, as well as initial trainings, to learn how to best engage and support fellow LGBTQIA+ students. The scholar will be supervised by the Q-Initiatives Graduate Intern & James Thomas, Assistant Director of SDMA, and would be expected to contribute to three to five events per semester. The LGBTQIA scholar will also collaborate with other departmental sponsored organizations (LUCES Mentors, B4E Mentors, Empowerment Pipeline Interns, Undocumented Student Initiatives Interns, SDMA Office Intern, and STARS Mentors/Interns) to provide the campus with workshops and dialogues. As a Q-Scholar you are agreeing to uphold all SDMA mission and values, and also attend all trainings, and in-services.

Responsibilities include, but are not limited to:

1. Assist with the facilitation and revision of Safe Space Trainings
2. Support the Queer and Trans* People of Color (QTPoC) student group with meetings and other activities
3. Organize a committee for the planning and logistics of Q-Retreat, a weekend long, off-campus LGBTQIA retreat in the Spring
4. Assist in development of Q-Initiatives programming
5. Be a liaison to LGBTQIA student groups on campus and LGBTQIA resources in Chicago
6. Lead marketing campaigns to promote Q-Initiatives across campus and in the Chicago community
7. Input and organize assessments for all Q-Initiatives programming
8. Attend all programs/trainings required by SDMA Leaders
9. The Q-Scholar would also serve as a point of contact and campus leader for other LGBTQIA+ students

EXPECTED COMMITMENT

Being a Q-Scholar is a substantive yet manageable role. While the exact responsibilities may vary throughout the year, a typical week may involve the following tasks:

Planning Initiatives (i.e. Safe Space Training prep, retreat prep, etc.)
Hosting Office Hours in SDMA Resource Room
Scholars Staff Meeting
Community Events and Committee Work

WEEKLY Q-Scholar STAFF MEETINGS

Mondays 4-5 PM

****Candidates applying for a Q-Scholar position must prioritize this time when scheduling classes/internship opportunities.**

Q-Scholar 2019-20 PROGRAMMING SCHEDULE

Most Q-Initiative events take place on Wednesdays. As such, Scholars MUST insure their availability from 4:30-7 PM on Wednesdays during the Fall & Spring semesters.

MANDATORY TRAININGS AND IN-SERVICES FOR FALL 2019 AND SPRING 2020

SDMA Leader Retreat	August 22-24	Thursday-Saturday	Noon Aug. 22 - 4:00pm Aug. 24
Fall Inservice	October 14	Monday	5:00-7:00p.m.
Winter Recharge	January 11	Saturday	9:00-5:00p.m.
EoY Celebration	April 15	Wednesday	5:30-7:30p.m.

***All of these dates may be subject to change due to unforeseen occurrences**

MANDATORY WEEK OF WELCOME EVENTS AND FALL/SPRING DEPARTMENTAL EVENTS

Student of Color Reception	Tuesday, August 27	4:30p.m. - 6:00p.m.
LGBTQIA & Friends Reception	Thursday, August 29	5:30p.m. - 7:00p.m.
One Love Open House	Friday, August 30	1:00p.m. - 3:00p.m.
Desserts in December	Friday, December 6	5:00-7:00 PM
MLK Celebration	TBD	TBD
Social Justice Symposium	Saturday, March 14	9:00a.m.-5:00p.m.

***All these dates may be subject to change due to unforeseen occurrences. Changes will be communicated proactively.**

REQUIRED PROGRAMMING DATES FOR 2019-2020

Dates will be provided during the SDMA Leader Orientation/Meet and Greet in April 2019.

Questions?

For more information about the Q-Scholar positions, visit <http://luc.edu/diversity/programs/lgbtqia/> or contact James Thomas at jthomas39@luc.edu.