Student Facilitator Job Description

LGBTQ+ Resource Center
Safe Zone Network Program
The University of Arizona

About the Safe Zone Program
Safe Zone is a training program committed to making The University of Arizona a safer, more welcoming, and inclusive environment for members of the lesbian, gay, bisexual, transgender, queer and questioning (LGBTQ+) community. Participants who complete Safe Zone training are indicating that they will be identifiable sources of support and nurturance for LGBTQ+ students, staff, and faculty on our campus.

The program has recently undergone a digital transformation allowing more people to take the workshop and to complete it at their own pace via D2L (Desire to Learn). As a fully online workshop, all material is available online within D2L. The workshop is multimedia, incorporating videos, discussion boards, and online activities and assessments. The online training will launch this upcoming January, and we are hiring facilitators to help run the program.

Safe Zone Facilitator Description
Job Title: Safe Zone Student Facilitator
Reports to: Safe Zone Coordinator
Salary: $11.00/hourly
Work Study Eligible (Not required)
Hours per Week: 10 hours per week starting spring 2018, with possible start date in late fall 2017

Responsibilities of Safe Zone Facilitators include, but are not limited to:
- Facilitate Safe Zone workshops to groups in the UA community via D2L and in person when needed
- Assist with all aspects Safe Zone Training program, including registration, roster of completed participants, evaluations and other administrative tasks
- Communicate regularly with Safe Zone Coordinator and Safe Zone Facilitator Team
- Check email daily for workshop updates and respond promptly to workshop-related emails
- Assist with the development of educational materials (e.g. brochures, podcasts, videos) regarding LGBTQ+ inclusion as needed
- Other duties as assigned
Minimum Qualifications:
- UA student (all majors welcome)
- 2.0 cumulative GPA OR Possession and maintenance of at least a 3.0 cumulative GPA
- Experience with or knowledge of the LGBTQ+ Community
- Experience facilitating workshops or discussions
- Familiarity with D2L
- Detail-oriented, organized, timely
- Good interpersonal skills
- Highly dependable and punctual
- Commitment to creating a welcoming and positive environment and being sensitive to student diversity.
- Ability to adapt to different work environments and work independently for extended periods
- Ability to take direction and critique
- Ability to work well under time constraints and deadlines
- Excellent written and verbal communication

Preferred Qualifications:
- Experience with facilitating online discussions
- Experience with facilitating in person trainings
- Extensive Knowledge in issues relating to the LGBTQ+ Community

Requirements and Expectations:
- Attend two (1 hour) business meetings a week
- Work independently to facilitate online discussions
- Complete a weekly hour log
- Must be available for mandatory trainings as they are set

How to Apply
Please submit the following:
- Resume detailing relevant educational, employment and/or volunteer experience
- Cover letter describing why you would like to work as a Safe Zone Facilitator
- List of two professional references including previous supervisors, faculty members, or counselors familiar with applicant’s personal characteristics and interpersonal skills.

Applications are due by Monday November 13th by 10am

Please submit completed applications and resumes to Yesenia Andrade andradey@email.arizona.edu or deliver them to the LGBTQ+ Resource Center located on the 4th floor of the Student Union.