

SERPENTINE SOCIETY

OPERATIONS FELLOWSHIP

2020 - 2021

ABOUT THE SERPENTINE SOCIETY:

The Serpentine Society of the University of Virginia is an alumni organization dedicated to connecting and advocating for all LGBTQ+ UVA alumni, faculty, and students. We are a non-profit organization that works closely with the Alumni Association, the LGBTQ Center, the Office of the Dean of Students, Student Financial Services, and other allies to pursue equality, enrich LGBTQ+ student life, empower students, invest in LGBTQ+ studies, and maintain a connected network of alumni.

In addition to funding scholarships, professorships, and student and community grants, each year we host our Fall Weekend, a two-day celebration of LGBTQ+ life at the University of Virginia. Past venues have included Montalto and Monticello, and past speakers have included UVA President Jim Ryan and Lambda Legal Chief Strategy Officer Sharon McGowan.

FELLOWSHIP DESCRIPTION:

We seek a talented individual to join the Serpentine Society as an Operations Fellow for the 2020-2021 academic year. This Fellow will be responsible for managing various operational goals for the upcoming year, including topics related to scholarships and grants, events, alumni relations, and University partnerships. This person will work closely with key Serpentine Society members and partners, including the Board Chair, Committee Chairs, and Alumni Association staff members. Some of this work can be performed remotely, but the Fellow will also have access to a desk in Alumni Hall.

- Pay: \$15 per hour
- Time Commitment: 5 - 10 hours per week (estimated)
- Term: 2020-2021 academic year (summer 2020 optional, but desired)
- FLSA Status: Nonexempt
- Supervisor: Director, Alumni Interest Groups (AIG), UVA Alumni Association

RESPONSIBILITIES:

- Take the lead in implementing key processes for new and existing student support initiatives:
 - Design and launch grant applications on the Serpentine Society website
 - Partner with committee chairs to manage scholarship procedures
- Act as an ambassador through in-person efforts to advertise scholarships, grants, and other student initiatives to student groups and administrative offices
- Partner with the Board of Directors and Alumni Association to ensure smooth execution of Fall Weekend:
 - Assist Alumni Association staff and Events Committee with advance planning of events
 - Provide critical on-site support during the entirety of the event

- Partner with the Serpentine Society Communications Fellow to compile a quarterly alumni newsletter and monthly updates about student funding initiatives and deadlines
- Provide ad-hoc support for Serpentine Society committees through event management and logistic assistance (including committees on scholarship, membership, student affairs, and events)

QUALIFICATIONS:

- Recent or anticipated degree from the University of Virginia
- 6+ months of programming, event planning, or administrative experience
- Experience with Google product suite (Drive, Calendar, Docs, Gmail)
- Familiarity with WordPress or other forms of website design (preferred, but not mandatory)
- Deep commitment to LGBTQ+ advocacy

ENVIRONMENT/WORKING CONDITIONS:

Fellows must be able to work in a fast-paced office environment, or effectively remotely. A small amount of physical activity is required. This includes assisting with the set-up for events and moving or carrying boxes of supplies to different areas of the building.

APPLY:

Interested candidates should send a resume, a cover letter, and contact information for one (1) academic or professional reference to TR@virginia.edu no later than Monday, June 15, 2020.

Applicants should incorporate answers to the following questions in their cover letter

- What do you hope to gain personally from this experience?
- How would you like to use this opportunity to engage the UVA LGBTQ student population?

For more information about the Serpentine Society, please visit www.serpentinesociety.org