Title: GRADUATE COORDINATOR OF EDUCATION AND OUTREACH

Location: SC 110

Job Type: Graduate Student Worker

Days Needed: Varies / 20 hours a week

Job Description:

Reporting to the Coordinator of the LGBTQ Center, the Graduate Coordinator for Education and Outreach will be responsible for:

- Co-managing the day-to-day functions of the LGBTQ Center (Data entry, filing, program assessment assistance, overseeing Center program and staffing schedules, email and social media management, preparation for and coordination of staff trainings, submitting room requests, etc.)
- Providing support to, supervision for, and evaluation of the LGBTQ Center’s Lavender Leaders, student assistants, and field work students and their programs
- Representing the LGBTQ Center at events and outreach activities both on- and off-campus
- Creating and implementing a variety of training sessions and educational programs on behalf of the LGBTQ Center for student staff/volunteers, faculty and staff, student organizations, external community organizations, and local high schools and colleges/universities
- Serving as a lead facilitator of our campus Safe Space curriculum, overseeing all aspects of our program including training trainers, reserving space, data entry, etc.
- Maintaining awareness of University LGBTQ climate concerns, policy development and safety initiatives, including the development and implementation of all large-scale education initiatives within the LGBTQ Center during but not limited to Ally Week, Coming Out Week, Transgender Visibility Week, Pride Awards, etc.
- Co-coordinating graduate LGBTQA initiatives
- As a staff member of the Office of Equity and Diversity, assisting in the planning and implementation of University-wide events and programs, participating in event coverage, and attending trainings and professional development workshops
- Other duties as assigned

Qualifications:

- Training or workshop development/teaching experience
- Matriculation in a graduate program with good academic standing
- Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds and a knowledge of LGBTQ issues and concerns
- Strong communication, organization and interpersonal skills with the ability to handle multiple projects in a fast-paced, diverse working environment
- A motivated self-starter dedicated to student growth and development
- Ability to analyze, organize, and communicate professionally, efficiently and effectively
- Experience in planning events, supervising staff/volunteers and public speaking
- Working knowledge of Microsoft Office, including using Excel to maintain spreadsheets and databases, Word to compose documents and manuals, and PowerPoint to develop presentations, fliers, and other documents
- Knowledge of and sensitivity to the concerns of the lesbian, gay, bisexual, transgender, queer, questioning, and allied community
- Ability to maintain strict confidentiality and professionalism in supervising undergraduate students
Application Instructions:

APPLY HERE: https://orgsync.com/89255/forms/174061