LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER CENTER

Title: GRADUATE COORDINATOR OF FACILITATION AND SUPPORT SERVICES

Location: SC 110

Job Type: Graduate Student Worker

Days Needed: Varies / 20 hours a week

Job Description:

For the research assistant aspects of the position, the student will be transcribing interviews as part of a research project. For the conference assistant aspects of the position, the student will assist in planning and managing logistics of an international conference that will take place at Montclair State in June 2016. Reporting to the Coordinator of the LGBTQ Center, the Graduate Coordinator for Facilitation and Support Services 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 facilitators for drop-in clubs and groups, 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 for LGBTQ Center staff/volunteers
- Maintaining awareness of University LGBTQ climate concerns, policy development and safety
- Assisting with the development and implementation of all large-scale initiatives within the LGBTQ Center including but not limited to Ally Week, Coming Out Week, Transgender Visibility Week, Pride Awards, etc.
- Coordinating co-sponsored programming with LGBTQ and allied student organizations, academic departments, and other campus units
- Facilitate weekly drop-in groups and clubs, as needed
- 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:

- 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