Lesbian, Gay, Bisexual, Transgender, Queer Center

**Title:** Graduate Coordinator

**Location:** SC 110

**Job Type:** Student Assistant (Graduate Level)

**Days Needed:** M-F / 20 hours per week

**Job Description:**

Under the direction and supervision of the Coordinator of the LGBTQ Center, graduate coordinators co-manage the day-to-day-functions of the LGBTQ Center, supervise and develop undergraduate students in our Peer Educator program, and assist in the creation, presentation, and assessment of small and large-scale programs, workshops, and other initiatives.

**Primary Responsibilities:**

Reporting to the Coordinator of the LGBTQ Center, the Graduate Coordinator 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 trainings, submitting room requests, etc.)
- Providing support, supervision and evaluation of the LGBTQ Center’s student staff and volunteers, and 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 and the MSU and larger Northern NJ community
- 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 Coming Out Week, Transgender Awareness Week, Day of Unity/Unity Week, Safe Space Program, 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-coordinate 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
• 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

Preferred Qualifications:

• Graphic design experience
• Knowledgeable in Adobe Photoshop, Illustrator, InDesign
• Video production/design experience
• Supervisory experience

Application Instructions:

Please apply here https://orgsync.com/113307/forms/174061