

Job Code: 100187
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Developed by: ER; AR
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Approved by: LK
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8/25/24

UNIVERSITY OF RHODE ISLAND
Position Description

Title: Assistant Director, Gender and Sexuality Center

Division: Student Affairs (Gender and Sexuality Center)

Reports to: Director, Gender and Sexuality Center

Grade: 11

Supervises: Student Staff

BASIC FUNCTION:

Work with Gender and Sexuality Center professional and student staff to provide a comprehensive education and support program for students, staff, faculty, and ally persons, to assure their unrestricted access to, full involvement in, and ultimate success with all aspects of the life of the University. Serve as a catalyst for the creation of a campus environment that is inclusive, celebratory, and welcoming of all identities, regardless of sexuality or gender.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Advance development of resources and services targeting trans and nonbinary issues and people.

Be responsible for the operational aspects of the Gender and Sexuality Center, including scheduling of the facility, student staff work schedule, facility maintenance, and cleanliness.

Supervise and coordinate activities of undergraduate student staff, volunteers, and interns, in consultation with the Director.

Coordinate, plan and conduct educational programming and outreach activities of the Gender and Sexuality Center, including the Big Gay Picnic, LGBTQ Symposium, Coming Out Month, Trans Awareness Week, and Lavender Graduation.

Develop and maintain the Safe Zone Office and Departmental certification programs.

Advise one or more of the LGBTQ-focused student groups at URI.

Maintain and oversee the assessment model for programs and services offered by the Gender and Sexuality Center.

Facilitate Safe Zone trainings and conducts the assessment and reporting.

Participate in both university and Gender and Sexuality Center search committees.

Supervise student (graduate and undergraduate) and professional staff.

Develop programs and workshops for the Center.

Assist with marketing and communications for the Center.

Collaborate with the director to develop the Center's budget.

Collaborate with our centers, academic departments, and external stakeholders to deliver Safe Zone trainings.

Design and coordinate the Volunteer Program for interested students, faculty, staff, and community members.

Oversee fundraising and grant seeking activities of the Center and serve as a liaison with the staff of the URI Foundation.

Plan, coordinate, and conduct LGBTQ training for the University requested outside of the Safe Zone Project.

Work closely with student organizations, academic departments, and other campus units such as the Multicultural Student Services Center, Women's Center, etc. to create collaborative programming.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional related duties as requested.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers (Macintosh, PC) and printers; word processing, database management, and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in student personnel or related field; Minimum of two years of experience working with students in a college setting in the area of student development; Demonstrated experience in student advising; Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience working with the LGBTQ community; Demonstrated experience in program design and implementation; Demonstrated experience assessing the effectiveness of programming; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience with graphic design; Demonstrated experience in fundraising; and, Demonstrated experience in website development and maintenance.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.