

Job Code: 100187
Position#: (PSA) (E)
Developed by: ER; AR
Reviewed by: SG; DLJ
Approved by: LK
Date:6/11;4/12;12/16;3/20;
1/21;3/22;8/22; 12/23

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Gender and Sexuality Center

DIVISION: Office of the President (Community, Equity, and Diversity: Gender and Sexuality Center)

REPORTS TO: Director, Gender and Sexuality Center

GRADE: 9

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, as well as the introductory and facilitator Safe Zone workshops.

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

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

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

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 professional experience working with students in a college setting; 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 with a safe zone, safe space, or ally-building program; Demonstrated experience assessing the effectiveness of programming; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Minimum of two years of professional experience working with students in a college setting in the area of student development; Demonstrated experience with graphic design and social media; 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.