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Developed by:.....KF; AR
Reviewed by:.....SG
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND

Position Description

Title: Coordinator, LGBTQ Programs and Services

Division: President's Office

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:

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 and interns, in consultation with the Director.

Coordinate, plan and conduct educational programming and outreach activities of the Gender and Sexuality Center, including the LGBTIQQ Symposium, Coming Out Month, Welcome Event, and Lavender Graduation.

Develop and maintain the Liaison Program, which links the Gender and Sexuality Center with key offices, departments, and colleges on the university campus by identifying liaison people to serve as official contacts/connection points.

Serve as a liaison with the staff of Housing and Residential Life to plan and conduct diversity training for all residence life staff.

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

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Develop an 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.

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 new university employees, University Police, Counseling Center staff, and all other requested faculty or staff trainings.

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:

Position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Master's degree; a minimum of two years of experience working with students in a college setting, specifically regarding student development; demonstrated experience in student advising; demonstrated supervisory experience; evidence of excellent skills in writing, speaking, and working with students; experience working with the LGBTQ community; assessment knowledge and skills for programming effectiveness; demonstrated history of program design, development, and implementation.

Preferred: Master's degree in student personnel in higher education or comparable program; demonstrated experience in fundraising; website development and maintenance.

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

