

Class Code:.....0275
Position # : (NUNC).. (E).....
Developed by:.....KF
Reviewed by:.....SG
Approved by:.....LK
Date:.....06/11;12/16

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Gender and Sexuality Center
DIVISION: President's Office
REPORTS TO: Associate Vice President, Community, Diversity & Equity
GRADE: 13
SUPERVISES: Professional and administrative support staff; student staff

BASIC FUNCTION:

Under the direction of the Associate Vice President, Community, Diversity & Equity, coordinate and direct University-wide services and programs for the LGBTQ community. Assume direct responsibility for the Gender and Sexuality Center and the development of the Center's programs, policies and practices. Independently analyze campus-wide needs and ensure that the Gender and Sexuality Center's programmatic focus responds to those needs. Develop new strategies for addressing LGBTQ issues for the campus community. Provide analysis of the overall educational effectiveness of both continuing and first-time programming, as well as provide objectives and strategies to attain short- and long-term strategic planning goals. Train and provide day-to-day oversight for student employees, graduate assistants, interns, and Center volunteers. AS requested, work with various URI administrators and staff, such as HRL Central administration, Student Affairs, Student Life, and Council on LGBTQ, to connect and collaborate with regard to relevant initiatives, programs, training, and issues of inclusion.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for the supervision of the LGBTQ programs, services, and student support.

Remain current with national standards, benchmarks and best practices.

Promote and collaborate on diversity initiatives affecting University students, faculty and staff by supervising and coordinating LGBTQ diversity education, workshops and programs.

Develop educational, advocacy and support initiatives related to LGBTQ diversity issues and concerns.

Train LGBTQ staff and volunteers to accomplish the Gender and Sexuality Center's outcomes and goals as leaders and visible models of the URI community.

Director, Gender and Sexuality Center (NUNC - 0275)
Page 2 of 3

Assist in providing training for staff to make sure LGBTQ student advocacy and ally skills remain current with the policies and procedures of the Gender and Sexuality Center and the University.

Participate in hiring and in policy and programmatic updates such as instructional design, community management, cultural audits, and strategic planning as needed.

Provide holistic advising to support retention and to encourage social integration and student outreach to the community.

Serve as a bridge to build positive advocacy and collaborative relationships with the general student body, with a special emphasis on underrepresented student populations to support social integration, cultural and identity development, transitional issues, and instances involving perceived safety of diverse students.

Advise individual students on a "walk-in" basis and communicate early alerts as needed for at-risk diverse student populations.

Mediate group problems in a way which encourages students to take responsibility for their own actions and problem solving.

Follow up on student/parent concerns.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree; minimum of 5 years of post-Master's professional experience working with Lesbian, Gay, Bisexual, and Transgender and Queer (LGBTQ) students and their allies, as well as LGBTQ faculty and staff; demonstrated knowledge of issues related to LGBT students and their allies; knowledge of student development theories and of retention strategies and theories for diverse student groups; demonstrated experience advising diverse student populations in an effort to support and retain them; demonstrated experience developing, providing, and implementing diversity training and education workshops; demonstrated ability to work collaboratively across constituencies and/or communities; ability to maintain complete, detailed, and accurate records; ability to gather and analyze data, and to draw relevant

Director, Gender and Sexuality Center (NUNC - 0275)
Page 3 of 3

conclusions from the data; excellent interpersonal, oral and written communication skills; computer proficiency.

PREFERRED: Master's degree in college student personnel, counseling, higher education, or a related field; management and strategic planning experience.

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