

Date Posted: 04/05/2011

**University of Houston  
Graduate College of Social Work**

**JOB OPPORTUNITY POSTING**

**Job Title:** Coordinator-Lesbian, Gay, Bisexual, Transgender (LGBT) Resource Center

**Employer/Agency:** Kansas State University

**Job Description:** The role of the LGBT Resource Center Coordinator is to develop and implement programs and services to meet the needs of the LGBT communities on our campus. The Coordinator will work collaboratively with other University departments to contribute to the University's overall goal of ensuring that all students feel welcome and part of our campus community. The Coordinator will report to the Associate Vice President for Student Life.

**Description of Duties**

- Provide leadership to the LGBT community by generating innovative ways to provide service.
- Serve as a resource, consultant and liaison to the campus community.
- Develop and present campus-wide presentations on relevant topics.
- Provide educational resource materials to individuals and groups.
- Provide leadership in the development of student leadership initiatives, including advising student organizations, and fostering student learning and development by serving as a role model, mentor, student advocate and educator.
- Plan, coordinate, and assess programs and activities such as Safe Zone and other related events in conjunction with student organizations, other University departments, and community partners.
- Assist in the development of policies and procedures, newsletters, brochures, web pages, etc. that can be used to promote diversity.

- Lead, encourage, and work cooperatively with University departments, faculty, staff, and students to improve recruitment and retention of LGBT students.
- Represent the Center to the public and work to increase awareness of the organization.

**Qualifications:**

**Required Qualifications**

- Master's degree.
- Demonstrated at least one year of experience providing support to students who identify as LGBT.

**Preferred Qualifications**

- Master's Degree in Social Work, Counseling, College Personnel, or related field.
- Experience coordinating student-related activities and programs.
- Experience advising students and/or student groups.
- Demonstrated willingness to work evening and weekend hours.
- Demonstrated ability to build relationships with faculty/staff, students, parents, and community members.

**Salary/Hours:**

\$35,000 plus benefits (full-time, exempt, term appointment subject to review and reappointment)  
Full-time

**Employer/Agency:**

Kansas State University

**Application Method:**

**Application Procedure:** Review of applications will begin April 22, 2011, and continue until the position is filled. Qualified candidates should submit a cover letter, resume, official university transcripts of all graduate degrees and the names, address, and phone numbers of three professional references that can speak to the specifics of the job description. All application documents should be sent either in electronic form to Dorothy Smith at **dorothy@k-state.edu** or hard copies mailed to:

Dorothy Smith  
Administrative Assistant

School of Leadership Studies  
107 Leadership Building  
Kansas State University, Manhattan, KS 66506

**If you have questions, please contact:**

Dr. Mary Kay Siefers  
Search Committee, Chair  
School of Leadership Studies  
107 Leadership Studies Building  
Kansas State University, Manhattan, KS 66506  
Email: [marykay@k-state.edu](mailto:marykay@k-state.edu)  
Phone: 785-532-6099

**Opening Date:** Start date, June 13, 2011

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity.  
Thank you***