

Date Posted: 05/18/2011

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

**JOB OPPORTUNITY POSTING**

**Job Title:** LGBTQ Specialist

**Employer/Agency:** Arizona State University – Tempe

**Job Description:** The position of Specialist, LGBTQ, has primary responsibility for developing efforts in supporting LGBTQ students and the LGBT certificate program through a seamless network of connections among students, faculty, staff, programs, services, and experiences. This is a collaborative position between Student and Cultural Engagement and University College and is supervised by the Assistant Director, Student and Cultural Engagement. Duties and responsibilities include:

- Coordinate the University Safe Zone Program; recruit facilitators for the program and conduct quarterly meetings with the Safe Zone Committee to review curriculum, best practices, promotion and scheduling.
- Facilitate outreach efforts for the LGBTQ population across campuses; oversee web presence.
- Serve as a resource for LGBTQ student concerns; identify and establish resources available to students; meet with students to provide support for LGBTQ issues.
- Facilitate grants and sponsorships for funding LGBTQ programming; identify and apply for grants and sponsorships to support LGBTQ programs; when appropriated, administer funds.
- Maintain close working relationship with the advisor of the LGBTQ Coalition to ensure consistent communication with students.
- Strengthen the presence of the LGBTQ community

- through program creation and expansion.
- Monitor and update LGBT Certificate Web page (<http://uc.asu.edu/LGBT>) in collaboration with University College personnel.
- Assist in establishing academic content relating to LGBT issues in potential courses to be included in the certificate.
- Coordinate LGBT Certificate capstone course; assist students in obtaining appropriate faculty members for capstone completion; collaborate with other ASU community members to recognize LGBT Certificate students at ASU wide ceremonies (ASU Gold at the End of the Rainbow).
- Coordinate LGBT Certificate promotion activities.

**Qualifications:**

**Minimum Qualifications**

Bachelor's degree in a field appropriate to the area of assignment and three (3) years of related experience; OR, Seven (7) years of related experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

Master's degree in a field appropriate to the area of assignment.

**Demonstrated knowledge of:** LGBTQ issues; student development theory and practices; related academic policies and procedures; working with diverse populations; and coordinating and prioritizing work of self and others. Effective verbal, written and organizational skills, with attention to detail.

**Salary/Hours:**

\$31,000-\$33,000 per year; DOE  
Monday - Friday: 10 AM - 7 PM. The fall and spring semesters include some weekends and late nights (until 1 AM). Monday - Friday: 8 AM - 5 PM during the summer.  
NOTE: The effective start date for this position is July 1, 2011.

**Employer/Agency:  
City, State, Zip:**

Arizona State University  
Tempe, Arizona

**Application Method:** Apply online at:  
<https://www.asu.edu/go/employment/?auth=guest>  
Job ID #26352

**Opening Date:** Immediately

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