

**Date Posted: 04/16/12**

**University of Houston  
Graduate College of Social Work  
JOB OPPORTUNITY POSTING**

**Job Title:** Director, LGBT Resource Center

**Employer/Agency:** University of North Florida

**Job Description:**

- Direct a comprehensive educational resource center with high visibility and use that works to create an equitable campus climate for all members of the campus community and to create increased awareness and sensitivity to lesbian, gay, bisexual and transgender (LGBT) issues
- Direct and ensure that short and long term goals/objectives are established, communicated and attained
- Direct and manage fundraising efforts from foundation, corporate, private and governmental donors in coordination with Student Affairs Development and Institutional Advancement
- Formulate and administer annual operating, staff and programming budgets in excess of \$110,000
- Cultivate external and community relationships, including donors for major gifts
- Cultivate relationships with alumni of UNF to promote annual giving/major gifts and service to UNF and ongoing connections with the university community
- Represent the LGBT Resource Center and university in the local, state and national community through organizations, committees, collaborations and special projects
- Provide vision, direction and oversight for the five-year plan and strategic planning for the center
- Develop and implement policies and procedures for LGBT Resource Center
- Serve on and chair university and divisional committees (LGBT Equity committee)
- Cultivate relationship with faculty and Academic Affairs (guest lecturing across the university, teaching, speakers bureau, research, addressing faculty equity issues)

- Report directly to the Assistant Vice President for Student Affairs in the Office of the Vice President for Student and International Affairs
- Serve as primary liaison to the LGBT Advisory Council.

**Qualifications:** Required: Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

Preferred: Master's degree in an appropriate area of specialization and six years of appropriate experience.

**Salary/Hours:** \$48,500 Negotiable

**Employer/Agency:** University of North Florida  
**Address:** 1 UNF Dr. Student Union East, Room 1111  
**City, State, Zip:** Jacksonville, FL 32224

**Contact Person:** Tom VanSchoor  
**Telephone Number:** at (904) 620-1577  
**Email Address:** tvanscho@unf.edu

**Application Method:** Applicants must complete an online application, as well as upload supplemental documents (Resume Cover Letter, List of names, addresses and phone numbers of 3 references) at [www.unfjobs.org](http://www.unfjobs.org) in order to be considered for this position. Applicants who do not apply online and/or upload all the required documents will not be considered for this position.

Once you submit both your completed application and uploaded documents you will receive a confirmation number. Keep the confirmation number for your records. If you have any questions about this position, please contact Tom VanSchoor above.

Review of applications will begin on April 30, 2012.

**Opening Date:** Immediate

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