

Date Posted: 02/07/12

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

Job Title: Coordinator of LGBT Student Services

Employer/Agency: Western Michigan University

Job Description:

- Provides LGBT education and advocacy to the campus community, increasing awareness and visibility. Advises and directs students, faculty, and staff on LGBT matters.
- Directs daily operations of the department by supervising graduate assistantships and student employees, resolving personnel and operational issues, and implementing policies and procedures for the department. May supervise professional and clerical staff.
- Monitors departmental budgets. Develops and prepares operating and project budgets.
- Collaborates with internal/external partners to support LGBT work through planning and organization of training events and panel discussions. Develops student leaders/activists.
- Designs, implements, and monitors programs such as SpeakOut!, Safe on Campus (SOC), OUTspoken, and collaborate with community organizations.
- Maintains an educational resource room available to students, faculty, and staff.
- Creates marketing materials and maintains the LGBT website.

Qualifications:

Minimum

- Bachelor's degree in social work, counseling, education, or other relevant field.
- One year of experience with LGBT diversity and inclusion work.

Desired

- Master's degree in social work, counseling, education, or other relevant field.
- Three or more years of experience with LGBT diversity and inclusion work.

- Experience working with cross-functional teams, budgets, and grants.
- Supervisory experience.
- Marketing experience.
- Experience in web design, specifically DreamWeaver.
- Previous experience working in higher education.

Salary/Hours: \$38,502 - \$43,315

Employer/Agency: Western Michigan University
City, State, Zip: Kalamazoo, MI 49008-5217

Application Method: Apply at:
<https://www.wmujobs.org/applicants/jsp/shared/frameset/Frameset.jsp?time=1328631810192>

Closing Date: 02.20.12

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 with the hiring details of your new job opportunity.

Thank you