

Date Posted: 02/13/12

University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING

- Job Title:** Program Coordinator – Women’s Center & Lesbian, Gay, Bisexual, Transgender Center
- Employer/Agency:** Ohio University
- Job Description:** This position will be responsible for assisting the Director of the Women’s Center and the Director of the LGBT Center in implementing the Centers’ missions through programming, outreach, and event planning as well as administrative support. The Coordinator’s time will be divided between the Women’s Center and the LGBT Center with some time allocated to facilitate collaborations between these Centers and Multicultural Centers.

Essential Functions for the Women’s Center
Programming:

- Planning and implementation of Women’s Center events, including, but not limited to, International Women’s Day Festival, Walk a Mile in Her shoes, Brown Bag Lunch and Learns: schedule rooms and equipment, coordinate travel and accommodations for speakers, catering, publicity and coordination, and program evaluation
- Assist with event planning and grant management for Survivor Advocacy Program
- Facilitate collaborative projects and events between the Women’s, LGBT, and Multicultural Centers

Administrative:

- Administrative duties related to Women’s Center travel
- Supervise and coordinate student workers
- Budget management, including CONCUR and BobcatBuy for the Women’s Center, Foundation account, and grant budgets
- Maintain files

Communications:

- Represent the Women's Center and/or the Director on committees and at informational/promotional events
- Produce and disseminate center publicity materials, including press releases

Essential Functions for the LGBT Center

Programming:

- Planning and implementation of LGBT Center events, including, but not limited to, Awareness Weeks, Pride Graduation, Dine & Discuss: schedule rooms and equipment, coordinate travel and accommodations for speakers, catering, publicity and coordination, and program evaluation.

Administrative:

- Administrative duties related to travel and budget management (CONCUR and BobcatBuy) of the LGBT Center and PRIDE Foundation account budgets.

Communications:

- Represent the LGBT Center and/or the Director on committees and at informational/promotional events
- Produce and disseminate cent

Qualifications:

BA required in Women's and/or Gender Studies, College Student Personnel, Higher Education, Public Administration, Political Science or related discipline.

At least 18 months professional experience in higher education environment, including program planning, administration, and clerical support (this experience may include relevant internships). Successful candidate must possess strong organizational and budget management skills, have experience with grant writing and grant management, strong communication and presentation skills as well as having collaboration skills across university and community based constituencies.

Ideal candidate will have an understanding of the role and status of diverse women and lgbta students in higher education with a familiarity of the theories and approaches to address them programmatically and institutionally.

Demonstrated ability to work effectively within a team and with individuals and constituencies with an understanding of the intersectionalities of identities, cultures, and backgrounds.

Preferred
MA in Women's and Gender Studies, College Student Personnel/Higher Education, Public Administration/Political Science or related discipline preferred. Supervisory experience.

Salary/Hours: Full-Time/DOE
Must be available to work weeknights and weekends, as assigned.

Employer/Agency: Ohio University
City, State, Zip: Athens OH 45701

Contact Person: Susanne Dietzel, dietzel@ohio.edu
Mickey Hart hartm@ohio.edu

Application Method: To apply please complete the online application and attach all requested documents.

For references, please provide name and current contact information for three professional references.

Opening Date: The position will remain open until filled. For full consideration, please apply by 2/22/12.

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