

Date Posted: 06/11/12

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

- Job Title:** GLBT Resource Center Program Coordinator
- Employer/Agency:** The Offices of the Dean of Student Life is one of the seventeen departments in the Division of Student Affairs and is responsible for a myriad of student programs and services including: New Student & Family Programs; Adult, Graduate & Off Campus Student Services; Alcohol & Drug Education Programs; Student Conflict Resolution Services; Student Legal Services; Student Assistance Services; Women's Resource Center; Student Media; and Gay, Lesbian, Bisexual, & Transgender (GLBT) Resource Center.
- Job Description:** Provide vision and oversight to the GLBT Resource Center. Coordinate student-centered programs. Provide visibility, advocacy, and support services for the campus community on issues affecting gay, lesbian, bisexual, and transgender students. Individual student advising, providing resources and referrals as needed. Evening and weekend work and/or travel may be required.
- Responsibilities Include:
- Design and implement programming, including, but not limited to Coming Out Week, GLBT Awareness Week, Day of Silence, and other educational programs and trainings.
 - Individual student advising - provide resources and referrals as needed.
 - Act as an advocate for gay, lesbian, bisexual, and transgender students across campus through individual student support, committee representation, etc.
 - Outreach, collaboration and communication with stakeholders and campus partners including: staff , faculty, administrators, and community resources regarding GLBT programs and issues.
 - Provide coordination, direction and supervision of the GLBT Resource Center including long range strategic planning, program evaluation and assessment, and facility (Resource Center) oversight.
 - Select, train, supervise, and evaluate graduate assistant(s) and multiple student assistants.
 - Oversee the preparation of GLBT Resource Center publications and marketing materials.

- Oversight and management of program area budget.
- Oversight of the GLBT endowment.
- Assist in the total development of the Division of Student Affairs through participation in University, Division, and Departmental committees and task forces.
- Other duties as required.

Qualifications:

Required & Preferred Education and Experience:

- Bachelor's degree required. Three years of experience in student affairs or related specialty area with a Bachelor's or one year of experience in Student Affairs work or related specialty area with a Master's degree. (Master's degree in Student Affairs, Higher Education or a related field and five or more years of experience in college/university setting working with diverse groups or related programs, preferred.)
- Facilitation, program planning, safe zone programming and risk management skills. Knowledge of GLBT student experience and needs.
- Preferred Experience: Strong organizational and communication skills. Self-motivated, detail-oriented, and ability to use good judgment in handling sensitive and confidential issues. Demonstrated commitment to social justice and diversity education. Ability to facilitate/engage in civil dialogues. Large event planning, web design, and desktop publishing

Salary/Hours:

\$40,000 - \$42,500 plus excellent State benefits

Employer/Agency:

Texas A&M University

City, State, Zip:

College Station, Texas 77843-1257

Contact Person:

Dr. Krista Bailey

Contact Title:

Associate Director, Offices of the Dean of Student Life

Telephone Number:

(979) 845-3111

Email Address:

kbailey@studentlife.tamu.edu

Application Method:

Complete an application online via the TAMU Employment Website
<http://tamujobs.tamu.edu>
 Reference NOV# 121292

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

mswjobs@sw.uh.edu with the hiring details of your new job opportunity.

Thank you