

Job Title	Sexuality and Gender Education Program Manager
Employer/ Agency	University of Houston – LGBTQ Resource Center
Job Description	<p>The University of Houston is a culturally diverse public urban institution and one of the nation’s top research universities. The University is located on 567 beautifully landscaped acres near downtown Houston. The University has 45,000+ students pursuing undergraduate, graduate, and professional degrees. The student population has more than 60% minority students (African American, Asian, Hispanic, and Native American) and 9% are international students representing more than 100 countries.</p> <p>The LGBTQ Resource Center (LGBTQRC) offers students a comfortable space to connect, study, eat and get involved. The LGBTQRC has programs that help LGBTQ+ students come out, adjust to college, grow in their identity, cope with the effects of prejudices and gain leadership skills. Other programs educate students, staff and faculty about LGBTQ+ people and issues including responding to negative LGBTQ+ attitudes and behaviors. In conjunction with its Advisory Board, the LGBTQRC works to change policies and practices on campus to increase LGBTQ+ inclusivity. We value the diversity of our campus and collaborate with the Center for Diversity and Inclusion and other campus departments to work toward an equitable college experience for all students.</p> <p>The LGBTQ Resource Center Sexuality and Gender Education Program Manager serves a pivotal role in the Center's education initiatives, support services, and student development programs, which all have a campus-wide impact on fostering inclusivity throughout our diverse campus population. They oversees the Center's marketing and brand management, to promote the goals and objectives of the LGBTQ Resource Center. The Program Manager reports to the Director of the LGBTQ Resource Center and is part of the Division of Student Affairs and Enrollment Services.</p> <ol style="list-style-type: none"> 1. Plans, implements, and manages the Center's signature and regularly occurring diversity educational programs related to sexuality and gender including writing learning outcomes/program objectives that align with the overall mission and goals of the Center. 2. Develops, facilitates, and assesses formal trainings which have a campus-wide impact about a variety of issues relating to gender identity and sexual orientation, including intersectional identities, diversity and inclusion. 3. Creates original curriculum for diversity trainings, student development, and student support initiatives. 4. Provides direct services to diverse student populations, including interpersonal advising, identity exploration, workforce readiness, and crisis management; manage initiatives that assist students with identity and leadership development, including a student ambassador type program and peer led discussion groups covering a variety of LGBTQ identities and topics. 5. Manages the Center's marketing and brand management, implementing communication strategies that have campus-wide reach, including the Center's newsletter, website, social media, and all other digital and print marketing materials.

	<ol style="list-style-type: none"> 6. Interacts with faculty, staff and students to promote the goals and objectives of the program. A subject matter expert, they act as a resource to campus departments on concepts and issues related to sexuality, gender, and intersectionality. 7. Creates and administers assessment tools for trainings and programs, and makes modifications for improvement based on results. 8. Creates partnerships and collaborative programs with university departments and community agencies to maximize effectiveness and outreach of LGBTQ+ trainings, programs, and fundraising efforts. 9. Participates in budget planning and is responsible for controlling expenditures in accordance with budget allocations for the program. 10. Provides specialized reports, proposals, manuals and other documentation as required for management use. Reviews program records and reports of activities. Recommends modifications to methods or procedures as required. 11. Performs other job-related duties as required.
Qualifications	<p>Bachelor's degree required, with a strong preference for a master's degree in student development, counseling, or related discipline; requires a minimum of (1) one year of directly related job experience. Knowledge of evidence-based factors impacting student success. Successful candidates will embrace a student-centered philosophy and the ability to work with a diverse student population. In-depth knowledge of identity, diversity, and inclusion issues (especially related to LGBTQ+ populations) on a college campus, as well as the emotional impact these issues have on the campus population. Knowledge of Houston area services and resources for the LGBTQ+ community. Excellent oral and written communication skills to present information clearly and effectively to individuals, small and large groups. Skills acting as a spokesperson. Occasional evening and weekend work required.</p> <p><i>The University of Houston is an equal opportunity, affirmative action employer. Women, minorities, veterans and persons with disabilities are encouraged to apply.</i></p>
Salary/Hours	The University of Houston strives to be an employer of choice by offering a full range of benefits to our full-time staff members. Tuition scholarships, a retirement plan, dental and full medical coverage, are only a few of the benefits offered to employees at the University of Houston. From our award winning faculty to our active student body, UH offers the most diverse research university in the country.
Employer/Agency	University of Houston – LGBTQ Resource Center
City, State, Zip	Houston, TX
Application Method	Complete a UH application on-line at https://www.uh.edu/human-resources/careers/ and select posting number STA006342. Include a cover letter, resume and references when submitting the on-line application. Review of applications will begin on Monday, September 21, 2020 .
Opening Date	9/21/20 applications will begin being reviewed

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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