

## LGBTQIA and Inclusion Programs Graduate Coordinator

### Description:

Reporting to the Director of the Office of Social Justice, Inclusion, and Conflict Resolution (SJICR), the Graduate Coordinator provides support and assistance in the development and implementation of programs and initiatives to create safer spaces for students. The ideal candidate will help support students' exploration of their identity, and advocate for campus inclusion of the LGBTQIA+ community at Rowan. This person assists in maintaining a high level of efficiency and effectiveness in developing resources that address inequity, promote understanding of LGBTQIA+ issues, and create space for students of diverse gender identities/expression. The Graduate Coordinator helps to oversee all aspects of the LGBTQIA Resource Center and provides general support for all inclusion initiatives of the SJICR.

### Principle Duties and Responsibilities:

- Support the coordination, advertising and execution of LGBTQIA Resource Center events, activities, and trainings
- Support development, implementation and coordination of activities such as Pride Week, Transgender Awareness Week, National Coming Out Week, National Day of Silence, and Out and Ally Network.
- Develop appropriate, effective and beneficial relationships with LGBTQIA Resource Center program participants
- Assist with general supervision of SJICR undergraduate office assistants
- Serve on the SJICR's LGBTQIA Advisory Committee
- Maintain day to day communication with undergraduate coordinators and affiliated student organization leadership
- Help plan and execute successful Safe Zone and Trans\* Competency trainings for students, faculty, and staff
- Maintain knowledge of policies and procedures of successful LGBTQIA support and inclusive programming
- Assist in maintaining and updating the LGBTQIA Resource Center's webpage and social media outlets
- Oversee the development and dissemination of monthly LGBTQIA Resource Center newsletter and weekly blog
- Provide support for the review and reporting of LGBTQIA Resource Center program participant's academic performance at the end of each semester
- Support ongoing data collection and assessment related programmatic and student learning outcomes
- Support development and implementation of other social justice and inclusion initiatives of the SJICR

### Education:

- Bachelor in Gender and Sexuality Studies, Education, Counseling, Psychology, or other related field
- Must be a fulltime graduate student in good academic standing making reasonable academic progress toward a graduate degree at Rowan University

### Qualifications:

- At least one year related experience in work related to LGBTQIA+ inclusive services
- Demonstrated knowledge and experience working with LGBTQIA+ and other diverse student populations including: under-represented students, students with disabilities, students of color, and women
- Demonstrated soundness in judgment, decision making skills, and ability to maintain confidential sensitive student information
- Demonstrated attention to detail, organization skills, and strong work ethic
- Ability to support program assessment and data management

### Skills and Abilities:

- Must have good interpersonal skills and ability to work independently and in a team
- Strong Oral & written communication skills
- Ability to interact tactfully with all levels of the college staff, students, and trustees
- Proficient with MS Office Suite, including Publisher and Access
- Valid driver's license and Ability to drive a 15 passenger van

**Work Environment:** Position requires frequent evening and weekend hours as part of the LGBTQIA Resource Center events, activities, and trainings.

**Start Date and Term:** The preferred start date for this position is August 2018. The position term extends until May 2019.

**Compensation:** This position offers full tuition waiver for fulltime study in a Rowan University graduate program, optional on campus housing, as well as an \$8000.00 annual stipend paid on a biweekly basis over the course of the contract term, and up to \$1000.00 in Professional Development funding.

**Application Procedure:** Please submit a cover letter, resume, and the names and contact information of three references to [socialjustice@rowan.edu](mailto:socialjustice@rowan.edu). **Applications will be reviewed starting on March 12, 2018.**