



Lesbian Gay Bisexual Transgender Resource Center

Position Available

Programs and Operations Coordinator, UC San Diego LGBT Resource Center
UC San Diego Position #98730, 100.00% Career Position

Filing Deadline: **Wednesday, April 10, 2019**

No phone or e-mail inquiries accepted

All applicants must apply through <http://jobs.ucsd.edu>

Hiring Salary Range: \$22.58 - \$24.73/hour

Position begins in early June 2019

DESCRIPTION: The LGBT Resource Center Programs and Operations Coordinator is responsible for day-to-day operations of the LGBT Resource Center. The Coordinator is the primary source of office and administrative support to the LGBT Resource Center. This includes managing the infrastructure, facilities management, and student program/event coordination and logistics for the LGBT Resource Center. The Coordinator independently analyzes the needs of the members of the community who utilize the Center and then ensures that the LGBT Resource Center's in-house focus responds to those needs. The Coordinator develops, analyzes, interprets, and implements policies and procedures for the operations of the LGBT Resource Center, including front desk operations, facility usage, implementation of and adherence to financial protocols & procedures, and requests for information and referral. The Coordinator acts as the fiscal transaction preparer for the LGBT Resource Center. Incumbent serves as liaison with Facilities Management, IT, Business Office and EDI Office to ensure the infrastructure needs of the LGBT Resource Center are met. The Coordinator selects, trains, and provides day-to-day oversight to student staff and volunteers. The Coordinator also oversees and coordinates student volunteer program, LGBT Resource Center Affiliates scheduling, intern schedules, and LGBT Resource Center usage calendar to ensure maximum coverage and support of LGBT Resource Center programs. The Coordinator, in conjunction with UCSD LGBT Resource Center team, cooperates with the Campus Community Centers to maximize efficiency in cross-issue social justice and diversity organizing. *~~Must work some nights and weekends, as necessary.*

QUALIFICATIONS:

- Demonstrated ability to interact effectively with diverse constituencies, especially the lesbian, gay, bisexual queer, questioning, intersex, transgender, nonbinary, agender, asexual, aromantic and other intersecting populations.
- Experience in reconciliation of ledgers, payroll reports and various accounting documents, including ability to monitor, analyze, forecast, evaluate and report on the status of expenditures.
- Demonstrated experience in and proven ability to function with a very high degree of accuracy at a coordinator level and represent the University's best interest at all times.
- Experience in providing day-to-day work direction to students; ability to oversee and direct the work of multiple student employees, and to anticipate the needs of a student resource center/service unit.
- Demonstrated ability to establish effective relationships and credibility with LGBT Resource Center staff and office constituents.
- Proven experience with successful event planning and organization of special events.

Background check required.

Duties may require direct contact with children (defined as individuals under the age of 18); completion of the Child Abuse and Neglect Reporting Act (CANRA) form will be required.

About the UC San Diego LGBT Resource Center

The Center, founded in 1999, is one of the largest LGBT Centers on any public university campus. Serving the needs of a diverse student, staff, faculty and alumni constituency, the center builds community on campus through a social justice perspective. The Center is in the division of the Vice Chancellor for Equity, Diversity and Inclusion, and in partnership with Campus Community Centers, which include the Black Resource Center, Raza Resource Centro, Asian Pacific Islander Middle Eastern Desi American Programs and Services, Intertribal Resource Center, Women's Center and Cross-Cultural Center.

UC San Diego is an Equal Opportunity / Staff Affirmative Action Employer that values a diverse workforce.