

Program Manager, LGBTQ Center

Date: Aug 15, 2019

Location: Cincinnati, OH, US

Company: University of Cincinnati

Are you interested in working with students at an urban serving institution? Do you have the drive and enthusiasm to lead a student-centric program? You can be a part of a team focused on student support and development by joining a dynamic team of student affairs professionals. We are seeking highly motivated individuals with a drive to work with and develop students to apply for the Program Manager of the LGBTQ Center.

Under general supervision from the Director, the Program Manager assists with the overall operation of the LGBTQ Center including: coordination of the Safe Zone Allies Program, manages the Volunteer, Internship, and Practicum Program, develop and facilitate educational workshops related to intersectionality, LGBTQ student experiences, and social justice, assists with curriculum development for the Bayard Rustin Scholars Program, and provide support, consultation, and resources for LGBTQ-identified and allied students.

Primary Duties

- Implement, facilitate and assess the Safe Zone Ally Program.
- Manages database of Safe Zone Ally Program participants, and track participation across students, faculty, and staff.
- Design, facilitate, and assess one-time and ongoing educational workshops that examine intersectionality within the LGBTQ community.
- Provides consultation and support services related to LGBTQ inclusion for campus partners and community organizations as requested.
- Oversees development of assessment tools for LGBTQ Center events, services, and programs.
- Develop and execute marketing and promotional plans for programs, workshops, and events
- Lead planning, coordination, and assessment of large-scale programs hosted by the LGBTQ Center (e.g. Lavender Graduation, Welcome Week events, LGBTQ History Month).
- Supervise graduate assistant as they create one-time and ongoing programs for the LGBTQ Center.
- Oversee support groups and assists student facilitator and para-professional staff in development of curriculum
- Coordinate logistical aspects of Volunteer, Internship, and Practicum program including: volunteer orientation, leadership development, coordination of tasks/assignments, and maintenance of records for volunteer service.
- Coordinate logistics, learning outcomes, management of Bayard Rustin Scholars Program (e.g. monthly seminars, induction ceremony, and academic symposium)
- Assists with the LGBTQ Center's annual and long-term strategic planning process.

- Coordinate residential curriculum development and programming in the Audre Lorde Social Justice Living Learning Community.

Knowledge, Skills and Abilities

- Knowledge and command of LGBTQ-specific issues and experiences as it relates to institutions of higher education
- Knowledge of data-driven research and assessment informed practices
- Skill in utilizing computer software programs in the contemporary work environment
- Skill and experience in curriculum development.
- Ability to present or facilitate workshops, programs, and events
- Ability to demonstrate good judgment and analysis in decision-making and problem-solving
- Ability to participate in evening and weekend events as necessary
- Ability to work with confidential and sensitive information and records
- Ability to commit to the highest ethical standards
- Ability to effectively plan, organize and direct assigned programs and operations

Minimum Qualifications: Bachelors' degree with three (3) years' experience; -OR- Associate's degree with five (5) years' experience; -OR- seven (7) years' experience. Experience must be in program development or business administration.

Preferred Qualifications: Master's degree preferred in education, student affairs administration, counseling, student development or other related field with one (1) year experience.

This position will be a professional position paid at an hourly rate.

*The University of Cincinnati, as a multi-national and culturally diverse university, is committed to providing an inclusive, equitable and diverse place of learning and employment. As part of a complete job application you will be asked to include a **Contribution to Diversity and Inclusion** statement.*

As a UC employee, and an employee of an Ohio public institution, if hired you will not contribute to the federal Social Security system, other than contributions to Medicare. Instead, UC employees have the option to contribute to a state retirement plan (OPERS, STRS) or an alternative retirement plan (ARP).

**The University of Cincinnati is an Affirmative Action / Equal Opportunity Employer /
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