

Coordinator, LGBTQ Resource Center

Department of Social Justice

Division of Inclusion, Diversity & Equity

University of Missouri-Columbia

The Coordinator of the LGBTQ Resource Center has responsibility for managing all administrative, programmatic and support responsibilities for the LGBTQ Resource Center. The Coordinator will work collaboratively to support the recruitment, retention, and overall success of LGBTQ students and support the continued development of an inclusive campus environment. A primary focus of the Coordinator will be to implement intentional programming that promotes student sense of belonging, LGBTQ student success, an understanding of LGBTQ student needs, and a greater understanding of social justice across campus.

Detailed Description

Supervision and Leadership: Supervise all staff of the LGBTQ Resource Center, which potentially includes graduate assistants, undergraduate student staff, student volunteers, and interns. Oversee day-to-day operations of the Resource Center. Manage all budgets including programming, administrative, endowment and scholarship accounts.

Programming: Work with students and other staff to plan and implement campus-wide programming that supports a sense of belonging among LGBTQ students such as Pride Month, Coming Out Week, Transgender Empowerment & Awareness Week, and others. Collaborate with other departments and offices on educational programs for the general campus and specific initiatives for LGBTQ students.

Advising: Meet with individual students to discuss issues, resources and options. Provide appropriate referrals to other campus and community resources. Meet with and advise student organizations and committees.

Outreach and Education: Provide programs on sexual orientation issues, gender identity and other related issues for the campus in general and also specifically for gay, lesbian, bisexual, transgender, queer and ally students. Collaborate with other professionals both in the Department of Social Justice and Division of Inclusion, Diversity, & Equity in developing campus diversity training. Coordinate campus-wide Safe Space program and other ally development initiatives.

Consultation: Serve as a consultant to and resource for administration, faculty, and staff regarding sexual orientation and gender identity issues.

Assessment: Conduct assessment of all programs and services to evaluate effectiveness related to office, department, division, and campus-wide goals and initiatives. Help conduct and participate in various assessment efforts to determine needs of campus in relation to sexual orientation, as well as effectiveness of programs, resources and services provided.

Advocacy: Represent the MU LGBTQ population on committees and in organizations and activities as appropriate.

Support: Support individual students on a broad range of both personal and campus-related issues and concerns. Provide crisis intervention when necessary and referrals to appropriate resources.

Alumni Engagement and Advancement: Work with Mizzou Alumni Association, University Advancement and other groups and organizations to raise funds for the Resource Center and GLBTA Leadership Scholarship. Collaborate with Mizzou Alumni Association to develop programs and initiatives to engage friends and alumni of the LGTBQ Resource Center. Administer LGTBQA Scholarship.

Resource Management: Develop and maintain campus, community, state and national resource and referral materials in the Resource Center. Enhance and maintain lending library, informational files, referral information and other resources. Maintain web and social media resources.

Media Consultation: Provide the media with accurate information regarding sexual orientation, gender identity and other related issues.

Required Qualifications: A Bachelor's degree or 3-4 years relevant experience is required.

Preferred Qualifications: A Master's degree in Student Affairs, College Student Personnel, Higher Education Administration, or 4-7 years relevant experience is preferred. One year of related experience in LGBTQ services is also preferred, as is a broad range of knowledge of social justice issues.

About Columbia

The University of Missouri is the flagship of the University of Missouri system, with over 35,000 students and a full range of undergraduate and graduate professional academic programs. The City of Columbia, located between Kansas City and St. Louis, has a population of 110,000 and has been rated as one of America's Best Places to live. The University of Missouri is an equal opportunity, affirmative action employer. For a closer look at the University of Missouri and the Division of Inclusion, Diversity & Equity, please visit diversity.missouri.edu.

Application Process

Interested candidates are invited to apply for position number 29537, LGBTQ Resource Center Coordinator, at <http://hrs.missouri.edu/find-a-job/>

The University of Missouri is an equal opportunity/access/affirmative action/pro-disabled and veteran employer