

### Title of Position

Coordinator: SIUC Gay, Lesbian, Bisexual, Transgender Resource Center.

Appointment 50%

### Job Description

The coordinator will supervise the activities of the SIUC GLBT Resource Center, which provides several important services:

- (1) It is a resource for SIUC faculty, staff, students, administration, and community regarding concerns, activities, experiences and issues that involve the GLBT population on and off campus;
- (2) It provides educational outreach and support that contribute to a safe and diverse SIUC environment, through programs, presentations, workshops and other activities;
- (3) It advocates for SIUC GLBT students and employees;
- (4) It develops and implements a wide variety of educational and interventional programs.

### Duties and Responsibilities

This position provides leadership and supervision for the personnel, programs and activities of the GLBT Resource Center. The coordinator is responsible for

- (1) acting as a resource for SIUC students, faculty, staff and administration regarding GLBT issues and concerns;
- (2) identifying and implementing policies and procedures that contribute to SIUC diversity goals;
- (3) providing guidance about compliance with state and federal laws;
- (4) working with the Advisory Board to coordinate GLBT needs and activities;
- (5) supporting education that contributes to a safe and diverse environment at SIUC and in Carbondale and the surrounding community;
- (6) coordinating the Safe Zone program – an awareness workshop on GLBT issues, provided for SIUC faculty and staff;
- (7) developing and implementing other programs in residence halls, classrooms, organizations, and the like;
- (8) developing a resource library;
- (9) supervising Resource Center staff, interns and volunteers;
- (10) representing the Center to the university administration and the community;
- (11) initiating and participating in fund-raising activities;
- (12) serving as advisor to the Saluki Rainbow Network, the GLBT student group on campus;
- (13) developing and growing the organization, enhancing its visibility, safety and usefulness;
- (14) serving as fiscal officer for operational funds as well as Foundation Account(s);
- (15) serving as a member of the Committee on Diversity and Tolerance.

### Minimum Requirements

- (1) Master's degree (no specific subject required);
- (2) Minimum of 1 year of experience providing services and programs to the GLBT community, preferably in higher education;
- (3) Minimum of 2 years of experience in a management, administrative or coordinator position.

### Text of Advertisement

The SIUC Gay, Lesbian, Bisexual, Transgendered Resource Center seeks a visionary and experienced administrator to take over the running of this new (1-year-old) organization, following the retirement of its founder. The coordinator is responsible for a wide range of activities, which include but are not limited to (1) acting as a resource for SIUC faculty, staff, students, administration and community regarding concerns, activities, experiences and issues that involve the GLBT population on and off campus; (2) providing educational support that contributes to a safe and diverse SIUC environment; (3) advocating for SIUC GLBT students and employees; (4) developing and implementing a wide variety of educational and interventional programs; and (5) developing and growing the organization in ways designed to enhance the visibility, safety and usefulness of the center. Minimum requirements include a Master's degree (no specific subject required), a minimum of 1 year experience of providing to the GLBT population, preferably in higher education, and a minimum of 2 years of experience in a management, administrative or coordinator position. In addition, the ideal candidate will have exceptional interpersonal communication skills, a vision for the possible future growth of the center, and an understanding of and commitment to GLBT interests and concerns.

Applications should include

- . letter of application
- . current resume or CV
- . names and contact information for three references.

Submit application material to Carmen Suarez, Office of Diversity and Equity, Mail Stop 4316, Southern Illinois University Carbondale, 62901.

Deadline: Applications will be processed after April 4, 2008, or until the position is filled.

SIUC is an EOE/AA employer and seeks diverse candidates etc.