SI Content Area: 
Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Asexual & Ally Programs & Services

Job Title: LGBTQA+ Resource Center Outspeaking and Programming Coordinator (Undergraduate)

Hours Per Week: 15-20 hours/week  Position Reports to: Pat Tetreault, Ph.D.
Work Location: 346 Nebraska Union  Pay Per Hour: $7.25
Position is available: August – May (Academic Year although summer work may be possible)

1. **Basic Function:** Develop and update OutSpeaking materials and information on our website, in our computer files, and related brochures, educational materials, and maintain the OS panel bag. Maintain the OS listserv, publicize OS, assist in the updating of the OS related forms, orientation materials, and web page.
2. Work with volunteers interested in OutSpeaking and work with GA to include them as volunteers at the center.
3. Coordinate OutSpeaking panel requests, keeping panelists and requestors informed of the status of panels and presentations, track statistics, and utilize surveymonkey to assess and evaluate the impact of OutSpeaking from the perspective of the requestor, audience, and panelists. Keep Director informed of status of OS.
4. Assist with developing, implementing and coordinating programming. Assist with reservations for space for programming and booths, requesting materials for publicity, maintaining planning sheets, and updating calendars. Working with other staff and volunteers and the GA to ensure volunteers and staff are engaged, planning sheets and calendars are kept current, and other duties as assigned.

### Content Area Responsibilities 90-95%

5. Maintain a print copy of our calendar of events and the online calendar; work with other center staff to publicize programs and services including to Student Involvement (via blackboard site); Women’s and Gender Studies, the RSO listserv, and other relevant organizations and departments on campus.
6. Be aware of LGBTQA+ programs and services and help raise awareness about the center, our programming and services including OutSpeaking, our library, etc, to the LGBTQA+ and larger campus community. Be able to provide tours of the center and serve as a representative of the center and LGBTQA+ community.
7. Work with the Outreach Coordinator to conduct outreach to RSOs on campus to raise awareness about the center and our programming and services.
8. Assist with the daily operating functions of the LGBTQA Resource Center, including staffing the office, cleanliness of the center, maintaining a calendar, operating ResourceMate, working cooperatively and collaboratively with other/all resource center staff and volunteers.
9. Work with the resource coordinator and graduate assistant to develop bulletin board and other displays; assisting with LGBTQA programming, publicity, and other activities. Work with volunteers to facilitate their involvement in programming.
10. Attend resource center staff and volunteer meetings and utilize information sharing/communication methods including Blackboard, email, social media, listservs, and voicemail effectively and appropriately.
11. Staff programs, booths, and other events as needed.
12. Keep track of center contacts, and outreach efforts (statistics) and assist with compiling center statistics for each semester and assisting with progress reports.
13. Other duties as assigned.

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Student Involvement Responsibilities 5%
1. Participate as an active staff member in all Student Involvement training, orientation, and staff development meetings, programs and committees.
2. Assist in the development of collaborative projects across other SI content areas whenever possible.
3. Assist in the development of collaborative projects with other campus offices/ departments/divisions as opportunities arise to help achieve the goals and mission of Student Involvement.
4. Assist students and other customers of Student Involvement as needed.

Requirement: Must be enrolled and attending UNL during the academic year.

Special Qualifications: The ability to function well in a multiuse environment with a variety of programs, services and demands.

Qualifications:
1. Excellent communication skills, detail oriented, positive attitude and good work ethic.
   a. Comfortable with public speaking and giving presentations on topics related to sexual orientation, gender identity/expression and social justice.
   b. Strong organizational and time management skills.
   c. Strong writing skills.
2. Ability to:
   a. Work independently with minimal direction.
   b. Work well as part of a team (the center’s student staff and volunteers and Director)
   c. Use or learn to use our software applications (e.g., Microsoft Office, ResourceMate, Publisher)
   d. Learn about, and provide information about the center, our programming and services.
   e. Learn about and support a social justice approach to LGBTQA+ Programs & Services and understand the intersections of identities and the interconnected nature of power and privilege.
   f. Coordinate and format the InQueery on a monthly basis during the academic year.
   g. Facilitate focus and discussion groups.
3. Reliable and responsible fulfillment of job responsibilities.
4. Interested in and committed to working with the LGBTQA+ student population and social change.
5. Ability to welcome, include and engage individuals coming to the center, student staff and volunteers (assist in the development and maintenance of brave space).

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