

SI Content Area:

Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Asexual & Ally Programs & Services

Job Title: LBGTQA+ Resource Center Program Coordinator (Undergraduate)

Hours Per Week: 10-15 hours/week

Position Reports to: Pat Tetreault, Ph.D.

Work Location: 346 Nebraska Union

Pay Per Hour: \$9.00

GPA Requirement: 2.5 Every Semester

Position is available: August-May (Academic Year – some summer work may be possible)

Basic Function:

1. Work with the Volunteer Coordinator and Graduate Assistant to develop, implement, provide and coordinate all volunteer orientations and training.
2. Provide and evaluate Outspeaking Presentation orientations twice a semester.
3. Work with the volunteer coordinator, graduate assistant and outreach coordinator to expand educational outreach through facilitating, coordinating, and training volunteers to facilitate, educational presentations and workshops. Work with the outreach and volunteer coordinator on having a social media presence providing updates on current events and educational information.
4. Make reservations for space for OS orientations, keep up the orientation material, and conduct the orientations.
5. Provide educational presentations and workshops for the campus community on a variety of social justice topics, including but not limited to: inclusive spaces, ally development, bystander intervention, LBGTQA+ 101, social justice education 101, dynamics of power and privilege, brave space, grassroots organizing, and basic information about the LBGTQA+ Resource Center and our services.
6. Provide continuing education and training sessions for OutSpeakers.
7. Assist GA with programming and workshop series, including retreats and networking and/or social events.
8. Assist with room reservations for programming; and work with Outreach Coordinator on PR requests.
9. Coordinate the Resource Center's *monthly* displays with the Volunteer Coordinator, Library and Resource Coordinator, and Outreach Coordinator. Work with the other center staff on publicizing educational outreach and other programming.
10. Update all Resource Center bulletin boards and displays regularly and post any promotional materials.

Content Area Responsibilities 90-95%

11. Assist with the daily operating functions of the LBGTQA+ Resource Center, including staffing the office, cleanliness of the center, operating ResourceMate, working cooperatively and collaboratively with other/all resource center staff and volunteers, and the Director.
12. Attend resource center staff and volunteer meetings and utilize information sharing/communication methods including email, social media, listservs, and voicemail effectively and appropriately.
13. Staff programs, booths, and other events as needed.
14. Keep track of center contacts, and education efforts (statistics) and assist with compiling center statistics for each semester and assisting with progress reports.

15. Update new safe space and ally card members to the online map monthly.
16. Other duties as assigned.

Student Involvement Responsibilities 5-10%

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. Able to represent the LGBTQA+ Resource Center effectively and professionally.
 - c. Strong organizational and time management skills.
 - d. Strong writing and interpersonal 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. manage details effectively; and
 - 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).
6. Work well with the other center staff, volunteers, program attendees and the center director.