

# Optunia College



## Lesbian, Gay, Bisexual, Transgender, and Ally Resource Center

### Director Position Description

#### Mission

The mission of the Lesbian, Gay, Bisexual, Transgender, and Ally Resource Center at Optunia College is to provide safe space and personalized attention to all students, faculty, staff, and community members in need of support, information, counseling, and advising; to promote development, leadership and personal, of all students and staff affiliated with the center through various training workshops; to contribute to the success of LGBTQA individuals, resource centers across the nation, and the field as a whole by engaging in research; and to contribute to a culturally rich community through advocacy and education on issues such as homophobia, heterosexism, and being an ally.

#### Responsibilities

The Director of the LGBT Resource Center is a full-time professional staff member responsible for the overall outreach, administrative, and organizational management of the Center. The Director will be supervise staff and office functioning; serve as a resource and liaison to the campus community; develop, support, and oversee programming and services related to retention of LGBTQA students, faculty, and staff; enhance the campus community in its commitment to social justice and diversity; and engage in outreach activities that support the functioning of the center and the broader Henderson community. The Director will also:

- Offer counseling and support to members of the LGBTQA Community
- Collect information and data on the status and experiences of members of the LGBT community on campus
- Sponsor and manage all aspects of an outreach program to inform and educate Optunia College community members about LGBT culture and issues of concern within the community, being good allies, homophobia, and identity development
- Plan the yearly campus festival in honor of National Coming Out Day
- Oversee the execution of programs such as Ally Training and the Mentorship Program
- Supervise, mentor, support, and advise office staff and student groups focused on serving members of the LGBT community

#### Qualifications

Master's Degree in College Student Affairs, Higher Education, or related field required (Doctorate preferred) with 3-5 years post-master's experience in higher education working with programs for the LGBTQA community as well as program development, management, leadership, and crisis response; understanding of and commitment to complex and diverse needs of LGBT students and their intersection with other aspects of identity including race/ethnicity, social class, gender, and physical ability; and exceptional interpersonal and communication skills are also essential to be successful.

Anyone who lives within their means suffers from a lack of imagination  
- Oscar Wilde

# Optunia College



## Lesbian, Gay, Bisexual, Transgender, and Ally Resource Center

### Program Coordinator Position Description

#### Mission

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#### Responsibilities

The Program Coordinator for the LGBT Resource Center is a full-time professional staff member responsible for the assisting in the overall outreach and programming of the center. The Program Coordinator will serve as a resource and liaison to the campus community; develop, support, and oversee programming and services related to retention of LGBTQA students, faculty, and staff; enhance the campus community in its commitment to social justice and diversity; and engage in outreach activities that support the functioning of the center and the broader Henderson community. The Program Coordinator will have some supervisory responsibilities that include supervising a Graduate Student as well as two Undergraduates. The main responsibility however will be coordinating the events surrounding National Coming Out Day as well as other programs related to the functioning of the office. The Program Coordinator will also:

- Offer counseling and support to members of the LGBTQA Community
- Sponsor, manage, coordinate, and assess all aspects of outreach programs including, but not limited to: National Coming Out Day, Ally Training Program, Mentorship Program, and Health Education Initiatives
- Support, mentor, supervise, and evaluate three student employees
- Assist with the planning and execution of the annual LGBTQA Student Leadership Retreat
- Serve as liaison for other advocacy units

#### Qualifications

B.A. degree required (Masters in College Student Affairs, Higher Education, or related field preferred) with experience in higher education working with programs for the LGBTQA community as well as program development and an understanding of and commitment to complex and diverse needs of LGBT students and their intersection with other aspects of identity including race/ethnicity, social class, gender, and physical ability; exceptional interpersonal and communication skills are also essential to be successful.

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## Lesbian, Gay, Bisexual, Transgender, and Ally Resource Center

### Graduate Student Position Description

#### Mission

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#### Responsibilities

Graduate Students for the LGBT Resource Center are either 15 or 20-hour a week wage workers responsible for assisting in the overall outreach and external programming that support the functioning of the center and the broader Henderson community. Graduate Students will plan and execute programming that enhances the campus community in its commitment to social justice and diversity. Some Graduate Students will have supervisory responsibilities which include supervising two Undergraduates and will report either directly to the Director or to the Program Coordinator.

- Offer counseling and support to members of the LGBTQA Community
- Planning of programs such as Ally Training Program, Mentorship Program, LGBTQA Welcome Assembly, and LGBTQA Student Leadership Retreat
- Supervise and evaluate Undergraduate student employees
- Serve as liaison for other advocacy units

#### Qualifications

B.A. degree required and experience or articulated interest in working with programs for the LGBTQA community is necessary. A basic understanding of and commitment to complex and diverse needs of LGBT students and their intersection with other aspects of identity including race/ethnicity, social class, gender, and physical ability is key to being successful in the position. Exceptional interpersonal and communication skills as well as experience with program planning, development, and execution are also essential.

#### Compensation

Compensation is \$10.00 an hour and Graduate Students will either work 15 or 20 hours a week. The two Graduate Students working 20 hours a week will also receive professional development in the form of conference attendance to Creating Change. Registration, Travel, and Hotel will be covered by the office a package totaling approximately \$800.

Anyone who lives within their means suffers from a lack of imagination

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## Lesbian, Gay, Bisexual, Transgender, and Ally Resource Center

### Programs

The LGBT Resource Center hosts a variety of programs throughout the academic year fulfilling its mission and vision daily. Each program is unique and even varies from year to year. The office is made up of a Director, a Program Coordinator, two Graduate Students, four undergraduate Students, and a group of student volunteers. This year, we have been fortunate enough to have received additional funding and have allocated it to incorporating additions to our staff. We will have an Assessment Coordinator to assist us in ensuring that our programs are meeting our goals and learning outcomes and we will also have some additional student staff: a Graduate Student and three additional Undergraduates.

Our programming fluctuates from year to year depending on the staff charged with executing them as well as the culture of the institution at the time. We ask our student employees to develop programs salient to their as well as other students' identities which generally focus on the intersectionality in their lives. Most large-scale (campus and community wide) external programs as well as the internal leadership development of our students are divided between the full-time Program Coordinator and the Graduate Students. Undergraduate Students generally develop the smaller-scale events as well as many of the internal programs; their responsibilities grow with each year in school and of employment with the office. At the beginning of each academic year, at staff retreat, responsibilities are divided between each member. Responsibility divisions will be intentionally discussed to ensure that each person will gain from the experience. Below is a list of office initiatives both internally and externally that continue to be offered annually:

#### External:

National Coming Out Day: The one-day celebration has been expanding to a few days and continues to grow each year

Ally Training Program: Recruitment of campus and community members for a few workshops a year regarding what it means to be an ally, advocate, and an activist

LGBTQA Welcome Assembly: Welcome Assembly at the beginning of every academic year, open to all students

Model Make-overs: An initiative to continuously develop positive relations with other advocacy units and functional areas

#### Internal:

LGBTQA Student Organization Leadership Training – At the beginning of every semester all student organizations affiliated with the center are required to attend leadership training

Safe Space Program – A program conducted annually with the Student Union

Mentorship Program – For LGBTQQA students

Health 101 – Focuses on health initiatives

Professional Development – Internal reading program

Fundraising Initiatives – Various, fluctuates annually, but implemented each year

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## Lesbian, Gay, Bisexual, Transgender, and Ally Resource Center

### Undergraduate Student Position Description

#### Mission

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#### Responsibilities

Undergraduate Students for the LGBT Resource Center are either 5 or 10-hour a week wage workers responsible for assisting in the outreach and internal programming that support the functioning of the center and the broader Henderson community.

Undergraduate Students will assist in the execution of programming that enhances the campus community in its commitment to social justice and diversity and some students will have the responsibility of independently planning some of the internal events.

Undergraduates will report either to Graduate Students, the Program Coordinator, or the Director.

#### Qualifications

Must be a full-time degree seeking student and an articulated interest in working with programs for the LGBTQQA community is necessary. A basic understanding of and commitment to needs of LGBT students is key to being successful in this position. Interpersonal and communication skills as well as experience with program planning, development, and execution are also helpful.

#### Compensation

Compensation is \$10.00 an hour and students will either work 5 or 10 hours a week. One undergraduate has the opportunity to gain professional development in the form of conference attendance to Creating Change. Registration, Travel, and Hotel will be covered by the office a package totaling approximately \$800. If more than one student expresses interest in this opportunity, applications will be required and selection will occur by the non-applicant office staff.

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