

UNIVERSITY of HOUSTON

Program Coordinator II, LGBTQ Resource Center

The University of Houston is a culturally diverse public urban institution seeking to become one of the nation's top research universities. The University is located on 567 beautifully landscaped acres near downtown Houston. The University has 40,000 students pursuing undergraduate, graduate, and professional degrees. The student population has more than 60% minority students (African American, Asian, Hispanic, and Native American) and 9.4% are international students representing more than 100 countries.

The LGBTQ Resource Center (LGBTQRC) was established in 2010 and is housed in the newly renovated Student Center. It offers students a comfortable space to connect, study, eat and get involved. The LGBTQRC has programs that help LGBTQ students come out, adjust to college, grow in their identity, cope with the effects of prejudices and gain leadership skills. Other programs educate students, staff and faculty about LGBTQ people and issues including responding to negative LGBTQ attitudes and behaviors. In conjunction with its Advisory Board, the LGBTQRC works to change policies and practices on campus to increase LGBTQ inclusivity. We value the diversity of our campus and collaborate with the Center for Diversity and Inclusion and other campus departments to work toward an equitable college experience for all students.

The Program Coordinator for the LGBTQRC will serve as a major player for all of the Center's ongoing and seasonal programs. The Program Coordinator provides support for the department to ensure strategic initiatives are achieved, programs and services are maintained at a high quality, and they lead to increased student engagement, student learning, and student success. The Program Coordinator reports to the Director of the LGBTQ Resource Center and is part of the Division of Student Affairs and Enrollment Services.

The Program Coordinator's specific job duties include:

- Participate in planning programs and writing learning outcomes/program objectives that align with the overall mission and goals of the LGBTQRC
- Plan and implement an ambassador program which includes student leader training and volunteer coordination
- Plan and coordinate month-long programs for National Coming Out Day/LGBT History Month which includes collaborating with campus partners and student organizations
- Oversee the Cougar Ally Training which includes facilitating the training, recruiting and training volunteer staff trainers, scheduling, and coordinating student panelists
- Develop and facilitate LGBTQ discussion groups as well as train students to facilitate discussion groups
- Plan and implement engaging programs for events such as Open House, Ice Cream Social, Safe Sex, and LGBTQ Leadership
- Participate in budget planning and be responsible for controlling expenditures in accordance with budget allocations for the program
- Participate in assessment planning and implementation. Reviews program records and reports. Recommend modifications to methods or procedures as required
- Interact with faculty, staff and students to promote the goals and objectives of the program
- Prepare recurring and ad hoc program reports for management use
- Assist in preparing reports, proposals, manuals, and other documentation as required for the program
- Develop and maintain databases on program attendance and center utilization, etc.
- Perform other required job related duties as assigned

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Requirements: Bachelor's degree required, with a strong preference for a degree in student development, counseling, or related discipline; requires a minimum of (1) one year of directly-related job experience. Knowledge of evidence based factors impacting student success. In-depth knowledge of issues faced by the LGBTQ community and students on a college campus, as well as the emotional impact these issues have on LGBTQ people. In-depth knowledge of qualities and behaviors of an LGBTQ ally and how allies can respond to LGBTQ phobias. Occasional evening and weekend work is required. Successful candidates will embrace a student-centered philosophy and the ability to work with a diverse student population.

Application: Complete a UH application on-line at <https://jobs.uh.edu> and select **posting number** S003956. Include a cover letter, resume and references when submitting the on-line application. Review of applications will begin on **Monday, February 29, 2016.**

The University of Houston strives to be an employer of choice by offering a full range of benefits to our full-time staff members. Tuition scholarships, a retirement plan, dental and full medical coverage, are only a few of the benefits offered to employees at the University of Houston. From our award winning faculty to our active student body, UH offers the most diverse research university in the country.

The University of Houston is an equal opportunity, affirmative action employer. Women, minorities, veterans and persons with disabilities are encouraged to apply.