

**MICHIGAN TECHNOLOGICAL UNIVERSITY
CLASSIFICATION DESCRIPTION**

Job Title: OUTREACH COORDINATOR; GAY, LESBIAN, BISEXUAL, TRANSGENDER, QUEER AND QUESTIONING (GLBTQ)
Department: STUDENT LIFE - CENTER FOR DIVERSITY AND INCLUSION
Salary Range: MINIMUM \$27,379 – MAXIMUM \$40,000
Supervisor: DIRECTOR, CENTER FOR DIVERSITY AND INCLUSION

SUMMARY: The role of the GLBTQ Outreach Coordinator is to establish, implement/administer and assess programs and services for Gay, Lesbian, Bisexual, Transgender, Queer and Questioning (GLBTQ) students. The GLBTQ Outreach Coordinator will serve as a resource, consultant, and liaison to the campus community and works collaboratively with other members of the Center of Diversity and Inclusion staff. The GLBTQ Outreach Coordinator will contribute to the University's overall goal of insuring that all students feel welcome and part of our campus community. The Outreach Coordinator will use their in-depth understanding of the intersections of race, class, gender identity, gender expression and sexual orientation to educate and advocate for all members of the campus community. The Outreach Coordinator will ensure that programs are consistent with the mission and goals of the Division of Student Affairs and the University, and contribute to the richness of the student experience and quality of student life.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide leadership to the GLBTQ community by generating innovative ways to provide service.
- Serve as a resource, consultant and liaison to the campus community.
- Develop and present campus-wide presentations on relevant topics.
- Provide educational resource materials to individuals and groups.
- Provide leadership in the development of student leadership initiatives, including advising student organizations, foster student learning, and development by serving as a role model, mentor, student advocate and educator.
- Plan, coordinate, and assess GLBTQ outreach programs such as Pride Week, and other related events in conjunction with student organizations, other University departments, and community partners.
- Support organizational partnerships and programming in conjunction with partners.
- Coach, mentor, and work with campus groups such as Keweenaw Pride, PFLAG, and other campus committees.
- Collaborate extensively with all Center of Diversity and Inclusion staff, Office for Institutional Diversity as well as our university, community, and corporate partners.
- Develop and provide oversight for organizational communication and marketing plans.
- Assist in the development of policies and procedures, newsletters, brochures, web pages, etc. that can be used to promote diversity at Michigan Tech.
- Lead, encourage, and work cooperatively with University departments, faculty, staff, and students to improve recruitment and retention of GLBTQ students.
- Oversee the curriculum development, coordination, and assessment of Michigan Tech initiatives.
- Coordinate the Safe Place program designed to teach people how to be supportive allies to members of the GLBTQ community, www.safeplace.mtu.edu.
- Coordinate the confidential GLBTQ support group in coordination with counseling services office.
- Maintain memberships and relationships with professional organizations such as the Consortium of Higher Education GLBTQ Resource Professionals.
- Represent the Center to the public and work to increase awareness of the organization.
- Work irregular hours at certain times due to the nature of the position.
- Assume administrative responsibility for projects when assigned.

SUPERVISORY RESPONSIBILITIES:

Functional supervision may be exercised over student assistants responsible for the delivery of programs and services.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative to the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:
REQUIRED:**

Bachelor's degree required.

Two years professional experience at a college or university that may include graduate student experience in student services or similar office.

GLBTQ COORDINATOR – STUDENT LIFE- CENTER FOR DIVERSITY & INCLUSION

Demonstrated experience working with diverse students and providing support and services to undergraduate and/or graduate students who identify as GLBTQ.
Demonstrated knowledge of GLBTQ student retention research.
Experience working with postsecondary students.
Experience coordinating student related activities and programs.
Experience advising students and/or student groups.

DESIRABLE:

Master's degree in student personnel or a related field.
Ability to work with community partners and organization's diverse constituents, as well as ability to develop a strong network with key figures in the GLBTQ community and beyond.
Demonstrated understanding of GLBTQ issues as they relate to higher education and the intersection of sexual orientation, gender identity, gender expression, and other identities.
Demonstrated ability to work, communicate, and interact effectively with culturally, economically, and educationally diverse students.
History of working with GLBTQ community with thorough knowledge of and commitment to GLBTQ issues.
Demonstrated ability to use judgment when dealing with confidential information (adheres to FERPA/HIPAA laws).
Experience in college admissions and/or alumni outreach.
Experience with online outreach and current technology (i.e., social networking sites, blogs, chat rooms, etc.)
Experience providing crisis intervention and referrals to appropriate campus and community resources.
Experience with academic success programming and intervention.
Experience in assessment of educational outcomes.
Experience working effectively with administrative and academic sides of a University.
Is proactive and demonstrates creative approaches to problem solving.
Demonstrated ability to foster a collegial and collaborative work environment through effective outreach and partnerships across identity groups and administrative levels (i.e., peers, faculty, and administration).
Demonstrated teaching skills and/or mentoring skills.
Experience in educational programs directed at student development in higher education.
Experience with web-based applications.

OTHER SKILLS AND ABILITIES:

REQUIRED:

Demonstrated ability to creatively plan, organize, and execute events.
Proven competence in managing multiple tasks and competing priorities.
Superior organization ability, interpersonal skills, and facility in oral and written communication.
Demonstrated teambuilding and networking skills.
Demonstrated understanding of student development theory and a commitment to student success.
Demonstrated ability to function effectively in stressful work environments.
Demonstrated capability in leading and managing a student-motivated staff.
Demonstrated ability to build relationships with faculty, students, parents, staff, and counselors.
Demonstrated experience to work independently and collaboratively.
Demonstrated willingness to work evening and weekend hours.
Ability to legally operate a motor vehicle.
Demonstrated ability to communicate effectively across cultural boundaries and work harmoniously with diverse groups of students, faculty, and staff.

DESIRABLE:

Demonstrated success with designing and providing programs to retain students.
Demonstrated understanding of and commitment to the comprehensive mission, vision, and strategic plan.
Demonstrated knowledge and expertise in working with STEM students.
Experience in advising student groups and/or organizations.
Experience being a goal-oriented, charismatic, self-disciplined, and a willing risk-taker with a genuine interest in the success of all students.
Demonstrated knowledge of the latest in computing and technology for the student affairs area.
Enthusiasm and dedication to inspire staff, volunteers, and donors.