



**CSULA
UNIVERSITY
STUDENT UNION**

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Monday-Friday
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The University-Student Union is an Affirmative Action/Equal Opportunity Employer. Applicants will be considered without regard to their race, color, religion, marital status, national origin, sex, age, pregnancy, sexual orientation, disability, military and veteran status, or other status protected by state or federal regulation within the limits imposed by law.

COORDINATOR, GENDER AND SEXUALITY RESOURCE CENTER

Workweek Class: Exempt

Rate: \$42,792 - \$60,828/Year

Work Schedule: 5/40 Mon.-Fri. / Weekend and evening work required as needed.

GENERAL STATEMENT:

The Coordinator of the Gender and Sexuality Resource Center will coordinate the daily administration and services of the GSRC, coordinate long-term and short-term educational programs and services focusing on genders and sexualities, sexual orientation, and identity development related to gender-identity and queer/LGBTQ community.

RESPONSIBLE TO: Director, Cross Cultural Centers

QUALIFICATIONS:

- Interest in and ability to work with an ethnically diverse and culturally pluralistic student body and staff.
- Master's degree in higher education/student affairs, women's & gender studies, ethnic or cultural studies, or other related field.
- Two to five years experience in student affairs/cross cultural/genders & sexualities/lgbtq centers, and social justice programming preferred.
- Demonstrated effectiveness in providing primary and secondary level personal and group facilitation to students around genders and sexualities, in both individual and group settings.
- Ability to understand and articulate gender-related needs and concerns from a perspective that includes the intersection of genders, sexualities, ethnicity, class, ability, and other significant aspects of individual and cultural identity.
- Ability to advocate for students around genders and sexualities issues and identities, and ensure that services and programs address social inequities and are balanced across cultures.
- Organization and coordination skills required.
- Knowledge of and skill in budgeting, fiscal management, and reporting required.
- Public relations, social media, and promotion skills preferred.
- Oral and written communication skills required.
- Knowledge of and commitment to the principles of student development required.
- Ability to work closely with and motivate students required.
- Computer literacy or knowledge of windows-based computer systems, including Word, Excel, Power Point and Outlook preferred.
- Experience in training, advocacy, and development preferred.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Assists in the daily administration and supervision of the resource centers and staff.
- Provide direction in the development of programs and services focusing on genders and sexualities, leadership, and empowerment/identity development.
- Lead a team of Gender and Sexuality Resource Center student staff and volunteers.
- Provide primary and secondary facilitation and advising to students around genders and sexualities issues.
- Follow up and make referrals as needed to campus and/or community resources.
- Assists in developing programs, preparing contracts, communicating with speakers and performers, scheduling venues and audio/visual equipment for events.
- Develops and implements student services and programs that support student retention, success, and graduation.
- Serves as liaison and partner with Student Affairs and Academic Affairs departments as needed.
- Develop working partnerships with faculty and staff concerned with genders and sexualities issues.
- Assists in developing the Cross Cultural Centers calendar of events, newsletter, and other printed materials.
- Prepares quarterly and annual programming and services reports.
- Monitors budgets for specific programs and services.
- Attends events during daytime, evening, and weekend hours to ensure successful implementation of programs.
- Works with Center for Student Involvement, Associated Students, Incorporated, and Housing Services to collaborate on committees, programs, services, and student/student organization issues.
- Schedules resource center staff meetings and retreats.
- Serves as a liaison to cultural and women's organizations in the community.
- Develops and prepares annual reports, administrative forms, manuals, and handbooks as needed.
- Establishes and maintains GSRC student alumni network database.
- Develops and maintains GSRC print and video resource library.
- Develops training and development opportunities for Cross Cultural Centers/GSRC volunteers and staff, as well as student organizations and departments.
- Coordinates and/or serves as liaison for the LGBT PRIDE Graduate Celebration sponsored by Cross Cultural Centers.
- Other duties as assigned.
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CLOSING DATE: Review of applications will begin August 8, 2014 and continue until the position is filled. To ensure full consideration, please email application and cover letter to: jobopenings@cslanet.calstatela.edu. Link to application: <http://www.calstatelaus.org/employment> For inquiries, please contact Diana Avila at: DAvila@cslanet.calstatela.edu