

The LGBTQIA Resource Center is currently seeking a Director, LGBTQIA Resource Center.

The LGBTQIA Resource Center supports the Institute's commitment to inclusive excellence by engaging the campus community in education, advocacy, and outreach for people of all genders and sexual identities. The Center coordinates a range of programs and events throughout the year aimed at educating faculty, students, and staff about LGBTQIA issues, providing safe spaces for LGBTQIA students to build community and explore their identities, and facilitating conversations about LGBTQIA diversity, equity, and inclusion.

Job Purpose: Provide leadership and direction the LGBTQIA Resource Center, overseeing all financial, programmatic, and operational functions.

Major Responsibilities:

- Evaluate and assess the climate and needs related to LGBTQIA populations.
- Review, develop, and propose policies and practices that foster LGBTQIA inclusion.
- Engage faculty in initiatives that create LGBTQIA-inclusive learning environments.
- Lead training, workshops and programs related to LGBTQIA populations and initiatives.
- Develop marketing and communication strategies to promote the Center and its initiatives. Coordinate signature events including but not limited to Lavender Graduation and the Lavender Awards, the LGBTQIA Student Welcome Reception, Transgender Day of Remembrance, and OUT Week events.
- Collaborate with the PRIDE Employee Resource Group to provide professional, social, and service opportunities for LGBTQIA employees and allies.
- Collaborate with campus and community partners on initiatives that promote LGBTQIA inclusion through education and community building.
- Manage operating budgets and gift accounts. Engage in fundraising efforts to grow the Center's endowment.
- Provide advising, resources, and referrals to LGBTQIA students, faculty, staff, and allies.
- Perform other related duties as assigned.

Basic Qualifications:

- **Education:** Master's degree in Higher Education, Student Affairs Administration, LGBT Studies, Women's, Gender, and Sexuality Studies, or related field
- **Work Experience:** Three to five years job related experience
- **Certifications:** N/A
- **Skills:** This job requires a working knowledge of issues facing LGBTQIA communities in higher education and a thorough understanding of how to coordinate initiatives using an intersectional approach. Previous experience developing policies, practices, and resources relating to diversity, inclusion, and social justice is required. Demonstrated ability to build relationships at all levels of an institution is required. Additional requirements include exceptional written and communication skills, confidence in presenting to a diverse range of audiences (including senior leaders, alumni, students, corporate partners, and faculty), excellent budget management skills and a strong working knowledge of how to conduct assessment and utilize data to drive decision-making.

Preferred Qualifications:

- Preferred Education: Master's degree in Higher Education, Student Affairs Administration, LGBT Studies, Women's Gender and Sexuality Studies or related field
- Preferred Work Experience: Five to seven years job related experience
- Preferred Certifications: N/A

- Preferred Skills: Advanced oral and written communication skills, strong organizational skills, demonstrated commitment to diversity, inclusion, and equity and the ability to prioritize projects and commitments. Experience with supervision and fundraising are desired.

Impact & Influence: This position will interact on a regular basis with: faculty, staff and students. This position typically will advise and counsel: faculty, staff and students. This position will recruit, train and supervise staff and students.

Additional Information:

How to Apply: Interested applicants should submit an application and résumé at:

<http://careers.gatech.edu>. Please search for requisition number 0180203 or by title, Director, LGBTQIA Resource Center. For immediate consideration, be sure to apply online.