

Office of LGBTQ Services
Training and Education
Pride Coordinator
POSITION ANNOUNCEMENT

The Training and Education Pride Coordinator works with the Office in maintaining and enhancing the Pride @ Dickinson Safe Zone/Space program, the LGBTQ Mentorship Program, and other educational programming/trainings offered by the Office. The Coordinator will be managing incoming applications, fielding questions, developing resources, and enhancing each program.

Job Responsibilities that repeat each semester:

- Review and maintain databases for both the Pride @ Dickinson and LGBTQ Mentorship Programs;
- Update campus listings of Pride @ Dickinson trained participants;
- Ensure web presence is maintained for both Pride @ Dickinson and LGBTQ Mentorship Programs;
- Update and maintain Mentorship members and pairings across the College;
- Design and revise advertising/training materials for each program;
- Review other programs across the country and ensure Dickinson is in line with other institutions;
- Organize training sessions with Director, set agendas, prepare handouts, send reminders, and prepare appropriate facilities;
- Learn SPSS database entry and enter evaluation information on an on-going basis;
- Assist with preparing and collecting general evaluation packets for programming on campus sponsored by the Office of LGBTQ Services;
- Attend regularly scheduled meetings, such as one-on-ones with Director, staff meetings, professional development in-services, Office events, etc.;
- Write and/or co-author at least one article for the Office Newsletter, per semester;
- As a member of the staff of the Office of LGBTQ Services, assist with general office support, such as answering phone calls, replying to emails, greeting visitors in a positive and professional manner;
- Other similar duties as assigned.

Qualifications:

- Must have a minimum GPA of **3.0** and be in good social standing with the College.
- Must be in good academic standing for the term prior to selection and during entire period of employment.
- Preferred knowledge of Microsoft Excel and Access – possibly SPSS
- **Must be available to attend bi-weekly staff meetings and bi-weekly individual one-on-ones with Director**
- Must have demonstrated knowledge of and sensitivity to traditionally underrepresented students (including, but not limited to, Asian/Pacific Islander, Asian-American, African, African-American, Chicana/o, Hispanic, Latina/o, Native American, Alaskan Native, Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning students, students with disabilities as well as those with various spiritual/religious beliefs).

Hours:

5 hours/week maximum

Compensation (one of the following):

Work-study