

Office of LGBTQ Services
Programming & Events Pride Coordinator
POSITION ANNOUNCEMENT

The Programming & Events Pride Coordinator assists Office staff in planning and presenting programs and events for Dickinson community. The Coordinator organizes programs, assists with logistical details for planning Office events, seeks co-sponsors, and provides other general support in planning programs and events.

Job Responsibilities:

- Work with the Director as the main point person for logistical details associated with Office programs and events, including:
 - Bisexual Awareness Day
 - LGBTQ History Month
 - National Coming Out Day/Week Events
 - Transgender Day of Remembrance
 - Lavender Graduation
 - Other programs as they arise
- Develop additional programs that are relevant and supportive of the mission of the Office
- Work in collaboration with Office staff to prepare welcome packets and thank you notes for contributors;
- Attend regularly scheduled meetings, such as one-on-ones with Director, staff meetings, professional development in-services, Office events, etc.;
- 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.
- **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, Questioning, Intersex, and Asexual students, students with disabilities as well as those with various spiritual/religious beliefs).

Term of Employment:

Fall 2016 Semester

Hours:

5-7 hours week

Application Due:

April 15, 2016