

Office of LGBTQ Services  
**Training & Education Pride Coordinator**  
POSITION ANNOUNCEMENT

*The Training & Education Pride Coordinator works with the Office in maintaining and enhancing the R.A.I.S.E. (Ready to Advocate for Inclusive Spaces for Everyone) program and other educational programming/trainings offered by the Office. The Coordinator will be involved with developing and presenting educational training opportunities along with the Director.*

**Job Responsibilities that repeat each semester:**

- Review and maintain databases for the R.A.I.S.E. (Ready to Advocate for Inclusive Spaces for Everyone) and LGBTQ 101 Online Training Module
- Update campus listings of R.A.I.S.E. trained participants;
- Ensure web presence is maintained for both R.A.I.S.E. and LGBTQ 101 Online Training;
- 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;
- Assist with preparing and collecting general evaluation packets for programming on campus sponsored by the Office of LGBTQ Services and assess information on an on-going basis;
- 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