

University of Wisconsin-Eau Claire

Gender & Sexuality Resource Center
FT Associate Student Services Coordinator



POSITION: A full-time, professional academic staff position is available in the Gender & Sexuality Resource Center beginning July 1, 2019. The working title for this assignment is GSRC Coordinator with an official title in the associate student services coordinator title series. This is a renewable assignment, contingent on performance and funding. The salary will be commensurate with experience and qualifications.

MINIMUM QUALIFICATIONS: A bachelor's degree from a regionally accredited institution is required. Also required are 1-3 years of experience working in a fast-paced resource center environment whose focus is marginalized populations (with a particular emphasis on LGBTQIA+ people and women), intersectional advocacy, and the development of educational programs in a higher education context; experience supervising students; excellent written and oral communication skills (including public speaking); ability to meet deadlines and work under pressure; ability to create and maintain a program budget.

PREFERRED QUALIFICATIONS: A master's degree in the area of student affairs, higher education, or feminist/women's/gender studies (or equivalent); experience in coordinating student services in higher education; demonstrated commitment to diversity, equity, and inclusiveness.

DUTIES: The Gender & Sexuality Resource Center student services coordinator at UW-Eau Claire provides programmatic and student support for the LGBTQIA+ community, in a fast-paced, dynamic department. They will coordinate the day-to-day operations of the GSRC's physical resource centers on campus, supervise the GSRC student internship program, and design and implement innovative programming (guided by an intersectional social justice framework). This position will cultivate relationships with faculty, staff, students, alumni, and invested stakeholders across UW-Eau Claire as well as throughout the Chippewa Valley.

Detailed Description

Supervision and Leadership

The coordinator will supervise the GSRC's student internship program (approximately 10 interns). They will oversee the day-to-day operations of The Bridge (LGBTQIA+ Resource Center) and the Women's Resource Center and ensure they are maintained and staffed when needed.

Programming

The coordinator will work with disparate groups of students across campus to plan and implement programming that promotes a sense of belonging among LGBTQ+ students and further promotes conversations of Equity, Diversity and Inclusion amongst the UW-Eau Claire community. Programming includes (but is not limited to) National Coming Out Day, Sexual Assault Awareness and Prevention Month, Trans Day of Remembrance, Women's History Month as well as other events and program throughout the academic year. This position will also serve as Associate Director of freeQweek and The Fire Ball, the GSRC's two flagship programs.

Advising/Support

The coordinator will meet with students individually as needed to discuss concerns and resources. They will support individual students with both campus and personal concerns and provide crisis intervention when necessary as well as referrals to appropriate campus and community resources. They will also meet with the student leadership for campus PRIDE and advise student orgs on behalf of the office as needed.

Outreach and Education

The coordinator will schedule and facilitate Safe Space Training, Sexual Assault Bystander Intervention Training, as well as other trainings developed by the Gender & Sexuality Resource Center. They will also collaborate with colleagues in the Division of Equity, Diversity, Inclusion and Student Affairs to create and facilitate intersectional programming that focuses on gender identity, sexual orientation, race, class, dis/ability, ethnicity, etc.

THE UNIT: The Gender & Sexuality Resource Center consists of one director and 10 student interns. The Gender & Sexuality Resource Center is dedicated to creating a safe and inclusive campus for all students, while advocating for and celebrating those identities that have been and continue to be marginalized. We believe in education and inspiration, not alienation, and that is reflected in all programs and events. Exploring privileges and oppressions is at the heart of our mission, and in so doing—and with a focus on intersectionality—we engage the campus community in ways that create room for understanding and empowerment. <https://www.uwec.ly/gsrc>

UNIVERSITY and EAU CLAIRE COMMUNITY: UW-Eau Claire, an institution of approximately 11,500 students and 1,400 faculty and staff, is consistently recognized as a top comprehensive university in the Midwest and is widely known as a leader in faculty-undergraduate research and study abroad. We strive for excellence in liberal education and select graduate and professional programs through commitment to teaching and learning and dedication to our core values of diversity, sustainability, leadership, and innovation.

The City of Eau Claire, situated at the confluence of the Chippewa and Eau Claire rivers, is at the center of a metropolitan area of approximately 100,000 people located 90 miles east of Minneapolis/St. Paul. The area features beautiful parks and trails, strong public schools, a vibrant arts scene and local food culture, and abundant recreational opportunities.

APPLICATION PROCEDURE: Applications are submitted electronically. Please follow instructions found on the following UW-Eau Claire Web site: <http://www.uwec.edu/Employment>. You must create an account and login before you can apply. If you have not yet registered, click on the "Click here to Register" link to begin the registration process. If you are already a registered user, input your "User Name" and "Password" and select "Login." Click the link to the _____ position (Job ID # ____--HR will insert this #) and then click the "Apply Now" button to submit your application electronically. Your application will not be considered complete until all required documents are attached and all required fields are completed. Please be sure you have included the following in PDF format:

- Letter of application
- Curriculum vita
- Unofficial graduate school transcript
- Statement of teaching philosophy
- Names and contact information for three references.

Please direct requests for additional information to:

_____ ; _____@uwec.edu

To ensure consideration, completed applications must be received by [Date]_____. However, screening may continue until position is filled. The university reserves the right to contact additional references with notice given to the candidates at an appropriate time in the process. Employment will require a background check. Employment will also require you and your references to answer questions regarding past conduct related to sexual violence and sexual harassment.

The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. §. 19.36(7).

The UW-Eau Claire Police Department is dedicated to maintaining a safe and secure environment for learning and working. Although crime at the University of Wisconsin-Eau Claire is limited, the University Police want students, faculty and staff to be aware of crime on campus and the area surrounding the campus. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose annual information about campus crime. Visit Campus Security and Fire Report (<https://www.uwec.edu/human-resources/employment-opportunities/job-openings/upload/AnnualSecurityandFireReport-2.pdf>) Also visit our Campus Security Authority policy (<https://www.uwec.edu/human-resources/employment-opportunities/job-openings/upload/CleryCompliancePolicy.pdf>)

UW-Eau Claire is an AA/EEO/Veterans/Disability employer dedicated to enhancing diversity, equity, and inclusion.

Recruitment Plan

Human Resources will list your position announcement at no cost in these venues: TAM, UWEC, Higheredjobs.com, US Jobs, Job Center, The Chronicle of Higher Education, LinkedIn, etc. as applicable.

Human Resources can also assist you with listings on other venues. (Fees for advertising are the responsibility of the department.)

- Leader Telegram
- Indeed
- Craig's List
- Monster.com
- Chippewavalleyhelpwanted.com
- Glassdoor

In addition, for additional publicity and to attract an excellent and diverse pool of applicants, consider the outreach options listed below and specific listings venues [HERE](#)

- Advertisements in professional publications
- Notices sent to other institutions/programs
- Recruitment at major professional meetings and conferences
- Notices sent to organizations/publications targeted to underrepresented groups
- Personal contacts and invitations to apply

Other: _____

Priority Closing Date: _____