



POSITION AVAILABLE

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LESBIAN/GAY/BISEXUAL/TRANSGENDER/QUEER and QUESTIONING COMMUNITY COORDINATOR

The Division of Student Life and Services seeks applications for the position of Lesbian/Gay/Bisexual/Transgender/Queer and Questioning Community Coordinator in the Multicultural Resource Center. This is a full-time, twelve-month Administrative and Professional Staff position, reporting to the Associate Dean of Students/Director of the Multicultural Resource Center.

Responsibilities: The incumbent will have responsibility for assessing and addressing the specific cultural/social/ political needs and concerns of Lesbian/Gay/Bisexual/Transgender/Queer and Questioning students while also working with other students who belong to historically disenfranchised communities. The other groups include, but are not limited to, the following: African, Asian/Pacific American, Latino/Latina, Native American, and multiracial communities, as well as first-generation and low-income college students. As a member of the Multicultural Resource Center staff, this Coordinator acts as a link between the Associate Dean/Director and Lesbian/Gay/Bisexual/Transgender/Queer and Questioning students, as well as between the Multicultural Resource Center and the rest of the College communities. Additional responsibilities include, but are not limited to, the following:

Essential Job Functions:

Identify the social, cultural, educational, and political needs of Lesbian/Gay/Bisexual/Transgender/Queer and Questioning students, as well as those of other student communities; Under the direct supervision and guidance of the Associate Dean/Director, the incumbent will assist Lesbian/Gay/Bisexual/Transgender/Queer and Questioning students to foster a strong sense of self, to strengthen individual communities, and to build coalitions with other departments and communities; Assist the Associate Dean of Students/Director in identifying the concerns of Lesbian/Gay/Bisexual/Transgender/Queer and Questioning students, as well as those of African, Asian/Pacific American, Latino/Latina, Native American and multiracial communities, as well as first-generation and low-income college students; Work as part of a collaborative team that includes the Associate Dean of Students/Director, the African Community Coordinator, the Asian/Pacific American Community Coordinator, and the Latino/Latina Community Coordinator; Advise and be accessible to individual students and student organizations including holding regular office hours; Initiate and support creative and flexible academic, cultural, and social programming Collaborate on diversity and multicultural education workshops and trainings; Work on the design and distribution of newsletters, brochures, and other publications; Maintain records and provide narrative and/or written progress reports as directed, including program assessments/evaluations and budget reports; Collaborate with faculty and academic departments to support students; Make appropriate referral of students to other administrative offices; Help to create connections between the Lesbian/Gay/Bisexual/Transgender/Queer and Questioning community at Oberlin College and the Lesbian/Gay/Bisexual/Transgender/Queer and Questioning community in the greater Cleveland area;

Marginal Job Functions:

Undertake special projects, perform related research and duties as needed.

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AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER

Requirements: B.A. degree in LGBT and Queer Studies, Sexuality Studies, African American Studies, American Studies, Ethnic Studies, Gender and Women's Studies, or related field; experience working with the issues and concerns of LGBTQ students; experience constructing and executing academic and/or cultural programs; track record of strong interpersonal and organizational skills, and working collaboratively.

Desired Qualifications: Experience working with the issues and concerns of students of color especially within a higher education context; experience constructing and facilitating educational workshops and trainings; experience working with higher education faculty and staff; and familiarity with the prerequisites and academic demands of a liberal arts college.

Compensation: Salary is competitive and commensurate with experience and skills for an entry level administrative position. Benefits include health insurance, 5 meals a week at select residence halls and tuition remission for up to 5 credit hours in one course per semester.

To Apply: Send letter of application, résumé and the names and addresses of at least three references to LGBTQ Community Coordinator Search, Oberlin College, 135 West Lorain Street, Wilder Hall 105, Oberlin, OH 44074, by February 23, 2009. Applications received after that date may be accepted until the position is filled. The anticipated start date is July 1st.

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