

**TITLE: Coordinator, Queer Resource Center**

**CLASSIFICATION: Classified**

**SALARY GRADE: C11**

**SCOPE OF POSITION:**

Under general direction, this position oversees the Queer Resource Center (QRC) and provides leadership, support, coordination, programming and student development best practices that attract, retain, support and create a sense of belonging for students who identify as Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual, + (LGBTQIA+). Leads, organizes, and implements programming for the Queer Resource Center; supports the presence of program partners in the Queer Resource Center, including student services, faculty, student employees, and other members of the college community. This position works with an interdisciplinary team including Student Life and Intercultural Center leadership, the Career Education department, faculty, and students.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Provides guidance on the development of student leadership initiatives, including advising student organizations and fostering student learning and development, by serving as a role model, mentor, student advocate and educator.
2. In conjunction with the Intercultural Center, Career Education department, and Queer Learning Community, plans, coordinates, and assesses programs, activities, and events with student organizations, college departments, and community partners.
3. Leads, encourages, and works cooperatively with Queer Learning Community faculty coordinator(s), the Gender and Sexuality Alliance, Presidential Advisory Committee, and other departments and staff to improve the visibility, retention, and safety needs of LGBTQIA+ students.
4. In partnership with the Intercultural Center, recruits and hires LGBTQIA+ student interns working in the QRC and Intercultural Center. Facilitates program orientation and evaluation to provide formative feedback at the individual and program level aimed at improving performance.
5. Participates in, assists in the development of, and facilitates workshops and events in partnership with the Queer Learning Community faculty coordinator(s), Queer Resource Team, and Career Education department.
6. Monitors student progress, retention programs, and referral services for assigned area(s), and maintains statistical records; analyzes student data to develop intervention strategies and approaches.
7. Creates reports, correspondence, agendas, and meeting minutes; drafts communication materials; monitors budgets; utilizes procurement software.
8. May lead the work of other classified staff in assigned area.
9. May supervise student employees and direct the work of short-term, non-continuing (STNC) employees.

**KNOWLEDGE OF:**

1. Best practices and general knowledge of theories and student-centered practices in serving LGBTQIA+ and intersectional identities, diverse identities and communities in higher education.
2. Student success and retention initiatives.

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### **KNOWLEDGE OF – Continued**

3. Outreach strategies and marketing techniques.
4. Advocacy work and activism, both at the personal and institutional level.
5. Data and records management.
6. Crisis management, intervention, conflict resolution, and restorative justice practices.
7. Local, state and federal rules, regulations, policies and procedures, impacting LGBTQ+ communities, including Family Educational Rights and Privacy Act of 1974 (FERPA).
8. Applicable technology usage, including standard office productivity software and other appropriate technology.

### **ABILITY TO:**

1. Use an equity lens to address barriers for student success.
2. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
3. Communicate effectively, both orally and in writing.
4. Exercise appropriate judgment in interactions with others and with work processes.
5. interact with the public in a helpful, courteous, and professional manner.
6. Demonstrate knowledge of principles and practices of leadership.
7. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, sexual and gender identities, and ethnic backgrounds of community college students.

### **QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

Bachelor's degree required.

### **EXPERIENCE:**

3+ years of experience in an educational setting including experience implementing student support activities for historically underrepresented communities, with experience leading and/or developing professional development opportunities focused on equity and social justice required.

### **OTHER REQUIREMENTS:**

- This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.
- Position may require travel to various area middle and high schools, organizations, and community agencies. Will require work in the evening, especially during particular months of the year.
- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing, crawling or walking.

### **SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*