



Job Description Assistant Director Office of LGBT Life

Summary

The Assistant Director of the Office of Lesbian, Gay, Bisexual and Transgender Life (LGBT) maintains and enhances educational, social, support, referral, and resource programs and services for students regarding issues of sexual and gender identities. Serves as an advocate for the concerns of gay, lesbian, bisexual, transgender, same-gender-loving, and queer students. Coordinates student activities programs and assists with administrative and group advisement functions. Plans, coordinates and supervises special events. Evaluates the success of various programs, groups, functions and special events. Provides administrative support and leadership for the Emory Safe Space Program and other related training programs for faculty, staff and students. Supports and organizes programs that provide LGBT awareness, knowledge, visibility and support including the Pride Awards and LGBT History Month in coordination with other departments and student organizations. Supports student program planning and development. Provides input into departmental goals and objectives. Compiles, edits and produces publications, brochures, and newsletters. Maintains required records and documentation. Prepares various operational and statistical reports for management and accrediting agencies. Supervises student staff by orienting, training, and providing performance feedback on an on-going basis. Develops and implements training and development programs for student leaders. Provides informal counseling on an on-going basis. Performs related responsibilities as required.

MINIMUM QUALIFICATIONS: A master's degree in student personnel, higher education administration, counseling, or a related field OR at least five years of professional experience working with LGBT communities. Considerable knowledge regarding the concerns and issues of lesbian, gay, bisexual, and transgender students. Knowledge and understanding of multiple identities is necessary. Considerable experience in public speaking and presentations to a diverse community is desirable. Demonstrated success in student program development and initiation. Demonstrated commitment to diversity and equity. Strong interpersonal, communication, and management skills necessary. Knowledge of policies and procedures of a medium size, private university is desirable.