



EMORY
UNIVERSITY

Office of
Lesbian/Gay/Bisexual/Transgender Life

Job Description Director Office of LGBT Life

Summary

The 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. Directs strategic planning, development and implementation of the Office's programs and services. Develops short and long-term goals and objectives. Plans, administers and monitors program budgets. Develops and manages fundraising efforts from alumni, foundation, corporate, and governmental donors in coordination with the Campus Life development officer. Manages the Office's Advisory committee and develops working relationships with alumni, other university departments and organizations, and university administration. Represents the Office in various campus, community, state, and national settings. Collaborates with and seeks the support of representatives from other student, faculty, staff, departmental, and alumni organizations. Establishes and administers policies and procedures within Office. Supervises professional and student staff. Performs related responsibilities as required.

MINIMUM QUALIFICATIONS: A masters degree in education, college student personnel, or counseling and 7 years of related experience OR an equivalent combination of education and experience. Extensive 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.