Job Title: LGBTQ Resource Center, Pluralism and Diversity Coordinator

Job ID: 20161

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Under the leadership of the Director of Student Life, the coordinator will:

- Create, organize and participate in educational, social, and supportive programming including but not limited to Safe Zone training, theme months and programs that celebrate diversity.
- Identify and support offices of the campus community that provide Pluralism and Diversity programming for the campus.
- Provide advisement to cultural, religious and identity based student groups for program and event planning.
- Provide support and advocacy for LGBTQ and diverse (underrepresented and marginalized) members of the College of Staten Island community.
- Provide resources and referrals for all things LGBTQ-related, both on campus and in the surrounding community.
- Serve as a resource, consultant and liaison to the campus community.
- Supervise the activities of the resource center including maintaining and increasing the library, updating and providing information about LGBTQ resources.
- Work with the Student Government, Pride Center of Staten Island, and other internal and external clubs and organizations to enrich the college’s diversity.
- Annually update the Campus Pride Index entry for CSI.
- Assist with organizing fundraising efforts for the LGBTQ Resource Center to provide resources, programming, and activities for students throughout the year.
- Oversee the creation of an LGBTQ Alumni organization.
- Assist with managing budgets for both the LGBTQ Resource Center and Pluralism and Diversity.
- Assist and support all aspects of the Office of Student Life.

QUALIFICATIONS

Bachelor's degree required.

Preferred qualifications include:

- Two years’ experience working with the LGBTQ community.
- Experience in higher education, interacting effectively with a diverse faculty, staff and student populations.
- Excellent computer skills, particularly Microsoft Office, with an aptitude to learn new systems as needed.
- Strong project management and facilitation skills.
- Excellent written and verbal communication skills.

**CUNY TITLE OVERVIEW**

Assists in preparing and providing student support services to promote the personal development of a diverse student population.

- Assists student organizations/clubs in planning, implementing events and programs, and managing expenditures
- Coordinates and helps present informational and educational programs, such as student leadership training and orientation
- Assists with the management of student affairs facilities, such as acquiring equipment and arranging event logistics
- May assume responsibility for one or more specific student programs
- Performs related duties as assigned.

Job Title Name: Student Life Coordinator

**CUNY TITLE**

Assistant to HEO

**FLSA**

Non-exempt

**COMPENSATION AND BENEFITS**

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

**HOW TO APPLY**

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

**CLOSING DATE**

March 15, 2019

**JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

**EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.