Assistant Director, Stonewall Center

**Position Title:** Assistant Director, Stonewall Center

**FLSA:** Exempt

**Level:** 26

**Position Number:** 00028811

**Last Edited:** 10/6/2016 10:50:49 AM

**Employee Name:** New

### ORGANIZATION

**Organization:** Advocacy, Inclusion and Support Programs

**Reports To:** Genny Beemyn; Director, Stonewall Center (00009198)

**Union Code:** MTA/NEA Professional Staff

**Location**

On-Campus/Amherst Area

### Supervisory Responsibilities

This position manages people

- Direct Managed: 0
- Indirect Managed: 0
- Students Managed: 1-10

### JOB SUMMARY

Serving as a member of Advocacy, Inclusion and Support Programs in Student Affairs and Campus Life, this position reports to the Director of the Stonewall Center. This position functions with general direction in providing support to LGBTQIA students (lesbian, gay, bisexual, transgender, intersex, asexual), LGBTQIA-supportive individual organizations, and the campus community. Primary efforts are directed to supporting the personal and intellectual development of Asian American, Black, Latinx, Multiracial, Native-American, LGBTQIA students of color. The Assistant Director must have an understanding of the needs and concerns of LGBTQIA college students and multiple intersections of identities across sex, gender, ethnicity, class and race, among others. Experience working effectively and sensitively with various diverse backgrounds including low income, international, first generation college students, people with disabilities and immigrant/undocumented status is central to supporting LGBTQIA students and the campus community.

### Department Specific Position Summary Items

#### Primary Responsibilities

- Provide programs and services that support the personal and intellectual development of LGBTQIA students of color; and, advise related campus organizations and initiatives. Must be able to work from an intersectional framework and understand how to provide support to a diverse LGBTQIA student population.

- Assist the Director of Stonewall Center in leading significant Stonewall Center services available to students, staff and faculty. Includes but is not limited to the Stonewall Center Speakers Bureau (SCSB); films, discussion series; and, providing student groups support/leadership development and other educational/training programs to campus community.

- Contribute to planning and implementing programs and services focusing on transition to the University, active campus engagement, and establishing a strong sense of community on campus. Involves collaborative interdepartmental planning for related major events, including but not limited to, admissions open houses, recruitment visits to schools, New Student Orientation; Welcome Week; Bisexual, Gay, Lesbian, Trans Awareness Week; National Coming Out Day; Rainbow Graduation; and similar programs.

- Contribute to key initiatives promoting the Center and supporting university goals for addressing discrimination and creating supportive, poly-cultural environments on campus; including, awareness campaigns, communications, fund raising and stewardship, alumni engagement, community networking and connections, and similar activities.

- Lead selection, training and supervision of student office staff and Center volunteers. Prepare activities-related data for reporting purposes. Assist in periodic reviews of Center operations; and, use results to inform future changes and emphases.

- Assumed leadership of and provide administrative assistance with all aspects of the Center's organization and daily operations in the absence of the Director.

#### Other Responsibilities

- Performs related duties as assigned or required to meet Department, Executive Area/Division, and University goals and objectives.

- Understands responsibilities with respect to Title IX, Clery and other compliance requirements
Other Responsibilities

- Demonstrates capacity, skill and willingness to engage students and contribute to student success.
- Works collaboratively with other campus stakeholders to fulfill the mission of Student Affairs and Campus Life

Position Specific Requirements

- Required to work some nights
- Required to work some weekends

Required for All Jobs

- Understands responsibilities with respect to conflicts of interest and behaves in ways consistent both with law and with University policy.
- Contributes toward creating a positive and respectful workplace defined by personal and professional competence, integrity, and collaboration.
- Understands and contributes to implementation of departmental and institutional goals for achieving non-discrimination and creating a respectful, inclusive environment that is supportive of diversity.
- Uses access to sensitive and/or not yet public university related information only in the performance of the responsibilities of position and exercises care to prevent unnecessary disclosure to others.

QUALIFICATIONS

Education/Experience

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Major/Area of Study</th>
<th>Yrs of Exp</th>
<th>Details</th>
<th>Req/Preferred</th>
<th>Or</th>
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<tbody>
<tr>
<td>Master's degree</td>
<td>Student Development, Social Justice, Counseling, Higher Education Administration, Sociology, Psychology, or related field.</td>
<td>1</td>
<td>One year, post-master's degree, working with and providing services/programs for LGBTQIA populations, including an emphasis on students of color, in a higher education setting.</td>
<td>Preferred</td>
<td>X</td>
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<tr>
<td>Bachelor's degree</td>
<td>Student Development, Social Justice, Counseling, Higher Education Administration, Sociology, Psychology, or related field.</td>
<td>3</td>
<td>Three years post-baccalaureate working with and providing services/programs for LGBTQIA populations, including an emphasis on students of color, in a higher education setting.</td>
<td>Required</td>
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Skills and Abilities

1. Possess high level of multicultural competency and contemporary understanding of issues that affect LGBTQIA students (especially LGBTQIA students of color) in a higher education setting, coupled with initiative/experience addressing these issues. **Required**
2. Possess excellent interpersonal, verbal and non-verbal communication skills, coupled with demonstrated ability to work effectively within a team and with individuals and groups who hold a variety of identities, cultures, and backgrounds. **Required**
3. Demonstrated history as a self starter, equally adept at working independently and forming/leading/working with diverse collaborative teams comprised of students and/or faculty and/or staff members in fast paced and dynamic environments. **Required**
4. Experience in developing, planning, and implementing programs that speak to the diverse lives of LGBTQIA people. **Required**
5. Demonstrated desk-top computer skills utilizing a typical suite of software applications. **Required**
6. Sophisticated understanding of self awareness and power dynamics concepts, and their impacts on building trusting and supportive environments. **Required**

Licenses and Certifications

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<th>Time Frame</th>
<th>Req/Preferred</th>
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<tr>
<td>Has Financial Responsibilities</td>
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<tr>
<td>X Applies and conforms with internal financial policies to ensure transactions are processed properly (e.g. Tax, HR, Legal, Federal).</td>
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<td>X Ensures accuracy of recorded data through the use of analytical reports and reconciliations.</td>
<td>Less than $100,000</td>
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### Financial Responsibility

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<td>X</td>
<td>Recommends policy and procedure changes to ensure compliance with all applicable rules and regulations, including internal control.</td>
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### Budget Responsibilities

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**Employee:**

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**Supervisor:**

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**Human Resources:**

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