



**GRADUATE COORDINATOR FOR  
LESBIAN, GAY, BISEXUAL TRANSGENDER AND QUEER (LGBTQ) PROGRAMS  
OFFICE OF STUDENT LIFE**

POSITION: Graduate Coordinator for LGBTQ Programs  
The Mosaic: Culture and Diversity Center

DEPARTMENT: Office of Student Life (SL), Division of Student Affairs

UMBC:

UMBC is a public doctoral-granting research university and is part of the University System of Maryland. Approximately 12,000 students attend UMBC and nearly 3,000 live on campus. UMBC is a very diverse campus, and over 34% of its students identify as members of a non-majority ethnic, racial, or national origin group. To support such a diverse student population, the Office of Student Life (SL), a member of the Division of Student Affairs, coordinates and encourages multicultural education through the Mosaic Center for Culture and Diversity.

GENERAL RESPONSIBILITIES:

The Graduate Coordinator (GC) of LGBTQ Programs position provides support for the Division of Student Affairs and OS� specifically focused on student event planning, advocacy, training and assessment efforts that supports students who self-identify as LGBTQ. The GC is supervised and supported by the Assistant Director of Student Life for Cultural and Spiritual Diversity Initiatives. The person in this position is responsible for developing and implementing LGBTQ-focused education initiatives for students and collaborating with undergraduate student organizations, staff, faculty, SL and Division of Student Affairs partners. The Graduate Coordinator will also serve as an informal, secondary advisor for UMBC recognized LGBTQ organizations.

SPECIFIC RESPONSIBILITIES

The Graduate Coordinator of LGBTQ Programs will:

- Develop relationships with and outreach to LGBTQ-identified student organizations and students.
- Plan, coordinate, implement, and evaluate the UMBC Safe Zone Program, LGBTQ History Month (Oct.), National Coming Out Day (Oct), the Lavender Graduation Celebration and Pride Month (June).
- Develop and disseminate a Fall and Spring semester calendar of events which includes LGBTQ History Month (Oct.), National Coming Out Day (Oct) and Pride Month (June) events.
- Develop partnerships and opportunities for co-sponsored LGBTQ focused events with other UMBC offices, departments and student organizations.
- Report on cutting-edge practices and developments within the areas of sexual orientation and gender identity education, advocacy, and undergraduate event planning.
- Build and manage a library of diverse LGBTQ educational materials and resources to be housed in Student Life and the Queer Student Lounge. .
- Represent Student Life and/or the SL Mosaic Center at various university and community events and activities as needed.

- Attend standing meetings as needed including the Safe Zone Program Team meetings, LGBT Campus Climate Committee meetings, BMore Proud LGBTQ Consortium meetings, SL staff meetings (as appropriate) and divisional professional development sessions.
- Outreach and visit Baltimore and DC area colleges/universities and community organizations to provide additional event and support resources to LGBTQ students as needed and able.
- Assist with staffing the Mosaic: Culture and Diversity Center.
- Provide staffing for the Queer Student Lounge (QSL).
- Perform other duties as assigned.

QUALIFICATIONS:

A bachelor's degree and enrollment in a graduate program at a University System of Maryland institution are required. Knowledge of and direct experience with LGBTQ populations is required. Experience in LGBTQ event planning and education, multicultural affairs, diversity/social justice education, and student activities as an undergraduate or graduate student is strongly preferred. The ability to interact with diverse individuals and strong oral and written communication skills are necessary. An earnest professional commitment to promoting an inclusive on and off-campus environment is essential. Ability to work both independently and with a team of professionals. The person in this position must have the technical, creative, and communication skills necessary to communicate our mission and resources to a large and diverse student population - including, but not limited to, written work, social media, video development, and assessment reporting.

COMPENSATION:

Nine - Twelve (12) month appointment with a maximum stipend of \$16,686 annually and up to ten (10) credits of tuition remission per semester. Additionally, participating in professional development opportunities will be encouraged and supported. Starting date: July 2015 (exact date negotiable).

APPLICATION REQUIREMENTS:

A cover letter, resume and the names and contact information (including email and phone number) for three (3) professional/work references are required. Applications will be accepted until the position is filled and must be submitted as email attachments. Please do not send your cover letter, resume or work references in the body of the email. Only complete applications will be considered for an interview. For best consideration, apply by April 17, 2015..

SUBMIT APPLICATIONS TO:

Sheryl Gibbs  
Office Manager  
UMBC  
Office of Student Life  
The Commons, Suite 336  
1000 Hilltop Circle  
Baltimore, MD 21250  
Ph: 410-455-2605; Fax: 410-455-1097; Email: shergibbs@umbc.edu