LGBTQ Center

Graduate & Professional Student Program Coordinator

The UNC-Chapel Hill Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Center is housed in the Division of Student Affairs at UNC. The LGBTQ Center works to foster a welcoming and inclusive environment for UNC-Chapel Hill community members of all sexual orientations, gender identities, and gender expressions. The Center provides educational and social programs, Safe Zone training, resources, advocacy, and direct support. For more information visit http://lgbtq.unc.edu.

Position Responsibilities:
The Graduate & Professional Student Program Coordinator will be supervised by the Director of the LGBTQ Center and the Co-Director of Diversity and Student Success in the Graduate School. Tasks include:

- Coordinate the LGBTIQA Speaker Series educational program
- Coordinate social programming for graduate and professional students
- Develop collaborations between the LGBTQ Center and graduate/professional student groups, schools, and departments across campus
- Coordinate efforts to expand Safe Zone program with graduate students who teach courses, labs, or recitations
- Assist with Safe Zone facilitation
- Assist with implementation of evaluation plan
- Contribute to the LGBTQ Center Aluminate Publication
- Maintain LGBTQ Center graduate/professional web page and Graduate School Queer Graduate and Professional Students (QGAPS) web page and contribute to LGBTQ Center social media
- Other administrative tasks as assigned

The position provides opportunities for the successful applicant to pursue projects or initiatives that are of special interest.

Length and Time Requirements of Position:
August 1, 2020 – May 9, 2021
15-20 hours per week with occasional evening program responsibilities.

Compensation:
Payment of Tuition, Fees, and Graduate Student Health Insurance Program (GSHIP) as well as a stipend of $15,000

To apply for the position, submit an electronic cover letter expressing interest and qualifications, a current resume, and names and contact information for three professional references to:

Terri Phoenix, Director
lgbtq@unc.edu
919.843.5376 – Phone