



<b>Department:</b>	Center for Gender and Sexual Diversity
<b>Position:</b>	Assistant for Gender and Sexual Diversity
<b>Hours/Week:</b>	19 ½ hours a week, including some evenings and weekend commitments.
<b>Contract Dates:</b>	9 ½ months (August 1-May 15) Renewable for second year.
<b>Supervisor:</b>	Jessica Ward
<b>Supervisor Contact:</b>	<a href="mailto:jward@eiu.edu">jward@eiu.edu</a> 217-581-3827
<b>Benefits:</b>	\$880 a month

### **Duties and Responsibilities:**

1. Assists the chair in the facilitation of the Gender and Sexual Diversity Advisory Committee meetings. Communicate with subcommittee members and coordinate various aspects and tasks associated with the following subcommittees: Gender and Sexual Diversity Resources, Donations, & Funding; OUTReach/Marketing; and Safe Zone.
2. Manage the Gender and Sexual Diversity Web Center via the website content management tool OmniUpdate.
3. Manage the Center for Gender and Sexual Diversity office, which is shared with EIU Pride, a registered student organization; will serve as a liaison between the Center for Gender and Sexual Diversity and Pride.
4. Coordinate the development of resources and programs centered on Gender and Sexual Diversity-related issues and topics. Some examples of these programs/resources include: the “Gay? Fine By Me” Campaign, Gender and Sexuality History Month, online training resources, etc.
5. Coordinate and maintain the EIU Safe Zone Program. And, assist with the facilitation and review of training materials for all curriculum related to Safe Zone: Phase I and Phase II, Transgender 101, Ally Training, etc.
6. Coordinate planning and registration for Lavender Graduation, which is held in the spring.
7. Manage the outreach and promotion of all Center for Gender and Sexual Diversity resources and programs which includes: development, marketing and dispersing of promotional materials, use of social media, tabling events including Student Organization fairs, Open Houses, Transfer Days, Admitted Student Days, and other various orientation and informational events on campus.
8. Manage the promotion and coordination of Gender and Sexual Diversity-related small groups, designated by the Gender and Sexual Diversity Advisory Committee and EIU Pride.
9. Assist in the ongoing development and administration of assessment tools that can be utilized to gauge effectiveness of programs offered by the Center for Gender and Sexual Diversity i.e. the EIU Safe Zone Program.
10. Facilitate and review mentors and mentees for the Panther’s Out Front, Gender and Sexual Diversity mentoring program.
11. Serve as a liaison, and point of contact, for other university committees, registered student organizations, and the Charleston community (PFLAG).
12. Perform other duties as assigned.

### **Special Qualifications:**

- Web site development/maintenance
- Use of social media
- Microsoft Office and Excel experience
- Able to work as a part of a team as well as individually
- Highly organized, punctual, and self-directed
- Experience presenting in front of groups of varying sizes