



<b>Department:</b>	Center for Gender and Sexual Diversity/ Housing and Dining Services
<b>Position:</b>	Associate Resident Director/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>	10 months (July 15-May 15) Renewable for second year. Summer Employment provided if requested.
<b>Supervisor:</b>	Jessica Ward-GSD (main supervisor) Jody Stone-Housing supervisor
<b>Supervisor Contact:</b>	<a href="mailto:jward@eiu.edu">jward@eiu.edu</a> 217-581-3827
<b>Benefits:</b>	\$880-950 a month plus room and board (board plan provided when dining centers are in operation). A 2 bedroom apartment in will be provided with utilities included.

### 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. Facilitate safe zone related trainings and programs in the residential life communities.
13. Promotes through programming efforts the entire Panther Success Residential Curriculum with special emphasis on social justice exploration learning objectives.
14. Participates in the on-call rotation for on-campus housing.
15. Provides crisis intervention as situations arise. Utilize on-campus resources to make appropriate referrals to students who need and/or require assistance.
16. 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