

### JOB INFORMATION

Effective Date	10/18/2021
Job Code:	3561
Job Title:	Coord, Women, Gender, and Sexuality Programs
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Student Engagement
Job Family:	Student Programs
Job Summary	The Coordinator's primary responsibility is to develop, implement, and assess women's, gender, and sexuality initiatives and programs for student support. Exhibit awareness of and programming oriented to how students' gender and sexuality intersect with their varied demographic backgrounds. Orient to gender and sexuality initiatives through equity and access within a university setting. Advocate for women's, gender, and sexuality issues on campus. Assess initiatives and programming as well as campus climate related to issues of gender and sexuality. Act as a SEDI team member and liaison to the broader university and local communities. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus crime Statistics Act (Clery Act).

### COMPETENCIES

#### Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

### QUALIFICATIONS

#### Education

Education Level	Education Details	Required/Preferred	
Master's Degree	in student development, higher education administration, women's and/or gender studies or related field	Required	
High School Diploma or GED	Specific coursework in women's, LGBTQ or gender studies	Preferred	

#### Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	of experience working with and advocating for women and LGBTQ populations. (Related practicum and internship experience will be considered for this position.)	Required	
Less than 3 yrs	of experience in training and developing programs and activities for women and LGBTQ students in a university setting	Preferred	
Less than 3 yrs	Bilingual	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Proficiency using PC word processing, spreadsheet, database and graphics software.</li> </ul>	

## JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Programming: Develop and coordinate educational, outreach, and support initiatives and programs focused on gender, sexuality, equity, and access. Tailor gender and sexuality programming to unique student communities, such as Latina/x, Black, first-generation, international, and veteran students. Educate the university community about gender and sexuality issues related to equity and access. Develop and offer Safe Zone trainings for the university community. Develop materials to market and promote initiatives and programs. Recruit volunteers, speakers, and presenters from the university and external communities. Seek external funding sources for initiatives and programs.</li> </ul>	30%
<ul style="list-style-type: none"> <li>Outreach: Serve as advocate and promote a safe environment for students of myriad intersections related to gender and sexuality. Select, manage, oversee, and facilitate an advisory consortium of diverse, intersectional voices that promotes and supports LGBTQ students and initiatives. Cultivate cross-community relationships. Coordinate, facilitate, and conduct educational workshops and trainings about relationship and sexual violence. Work closely with SDEI Director/Assistant Dean and SDEI Assistant Director for consulting with faculty and staff regarding student needs, issues, and concerns related to gender and sexuality. Provide confidential support and advocacy resources through the SDEI and through partnerships with Counseling Services, the Dean of Students Office, Health Services, and the Title IX Office.</li> </ul>	30%
<ul style="list-style-type: none"> <li>Assessment: Assess and evaluate campus climate to support equity and access for students of myriad gender and sexual identifications. Develop assessment tools for evaluating the success and impact of gender and sexuality initiatives and programs. Assist with ongoing SDEI assessments related to student success, learning outcomes, and recruitment and retention efforts.</li> </ul>	20%
<ul style="list-style-type: none"> <li>Administrative: Assist the SDEI Director/Assistant Dean and SDEI Assistant Director in developing and facilitating programs, events, and workshops consistent with the SDEI mission and vision. Serve as an advocate and contact person for all students served by SDEI. Act as campus change agent for the student body and campus community with regard to university policies, procedures, and practices that impact students of myriad gender and sexuality intersections. Assist with ongoing SDEI activities related to student success, learning outcomes, and recruitment and retention efforts. Other duties as assigned.</li> </ul>	20%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

### Travel Requirements

Estimated Amount	Brief Description