Assistant Director
Office of Lesbian Gay Bisexual and Transgender Affairs
Division of Student Affairs, University of Michigan

Basic Function: The Assistant Director is responsible for assisting the Director in the day-to-day management of the Office of Lesbian Gay Bisexual and Transgender Affairs (LGBTA) as well as directing major programming events and on-going programming activities. The Assistant Director provides student leadership development, student group advising, and a high office visibility profile.

Characteristic Duties

- Provide leadership for the office on behalf of LGBTQ and Ally identified students.
- Supervise graduate and/or undergraduate interns and volunteers on specific projects.
- Serve on the senior leadership team of the office.
- Design, coordinate and deliver campus-wide LGBT celebratory events, including LGBT Welcome Week, National Coming-Out Week, Transgender Awareness Week, Spring Pride.
- Coordinate and Manage extensive Speaker's Bureau Program.
- Provide collaboration and coalition-building opportunities for the campus community.
- Meet with and serve as a resource for students and make appropriate referrals.
- Provide guidance to student organizations regarding organizational development issues (i.e. membership recruitment, retention, etc.).
- Design, coordinate, and deliver educational and community development programs and workshops for the University community.
- Provide leadership development opportunities for students.
- Provide guidance, mentoring, and leadership to students in the implementation of their programming ideas.
- Maintain program reports and statistics.
- Represent the Office and the Division on University committees and boards.
- Represent the University on community, regional, and/or national committees and boards.
- Other projects and duties as assigned.

Supervision Received
General supervision is received from the Director.

Supervision Exercised
Functional and administrative supervision is exercised over graduate and undergraduate interns.

Qualifications:

- Master's Degree in Student Personnel Administration, Higher Education, Social Justice Education, Counseling, Social Work, or related field or equivalent combination of experience and education.
- Leadership training development
- Group facilitation experience

- Counseling background
- Multicultural programs development experience
- 1-3 years experience working with LGBT students/student organizations in a higher education environment—includes grad assistantship positions
- Student Affairs experience
- Excellent written and oral communication skills and experience
- Demonstrated commitment to LGBT concerns and civil rights
- Comprehensive understanding of social justice and the intersection of identities and oppression

Compensation
$35,000 and Excellent University benefits and great work environment

Statement of Non-Discrimination
The University, in its employment and human resource policies and practices, will not discriminate against any individual because of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientations, gender identity, gender expression, disability, special disabled veteran and Vietnam-era veteran status, and height or weight, except as allowed by the need for bona fide occupational qualifications. Reasonable accommodation will also be provided to persons with disabilities, to disabled veterans, and to accommodate religious practices.