



**Associated Students of Western Washington University**  
Resource & Outreach Programs  
Queer Resource Center Coordinator

**About the Position**

The AS Queer Resource Center (QRC) Coordinator is responsible for coordinating and supervising the events and day-to-day operations of the QRC, serving as chairperson of the Queer Student Advocacy Committee, and facilitating an on-going series of educational dialogues for students within the queer community.

**Position Classification**

Coordinators provide programming for the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

**About the Department**

The Associated Students Resource & Outreach Programs (ROP) provides information, advocacy, activities and peer-to-peer education to Western students. The seven centers within the ROP strive to empower and support all members of Western's diverse community. The ROP also provides the opportunity for Western's students to gain valuable work and life experience.

The Queer Resource Center (QRC) provides non-judgmental and unbiased programs, safe[r] space, and resources to queer students. The QRC does this by building community among Western students of diverse backgrounds, advocating for and educating about queer identities through events and resources, creating and affirming positive self-identities, networking with queer clubs, providing peer advising services, and addressing current issues relevant to the queer community.

**Terms of Position**

This is a three quarter position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

**AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

**Preferred Qualifications**

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Budget management knowledge or experience
- Basic knowledge of department and position specific responsibilities.
- Knowledge of or experience with event planning.
- Knowledge of Queer issues and identities.
- Experience or knowledge of group facilitation, dialogue, or discussion
- Ability to create a welcoming and inclusive environment for all Western students including those of marginalized and underrepresented identities.

### **AS Employment Responsibilities**

- Serve the membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Attending all AS staff development events including pre-fall orientation.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the continuity and legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.

### **AS Resource and Outreach Programs Responsibilities**

- Empower and support the Associated Students membership with information, activities, and peer education by:
  - Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education.
  - Providing unbiased, nonjudgmental, and accurate information and services to students.
  - Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals.
  - Providing a confidential, safe, and inclusive space for students.
  - Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication
  - Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.
- Ensure the smooth, effective operations of the Resource & Outreach Programs by:
  - Attending weekly ROP staff meetings, office check-ins, and any additional departmental activities.
  - Promoting teamwork and collaboration throughout all the ROP offices.

- Assisting with the coordination of activities, materials, and tabling schedules for ROP involvement in campus events such as VU Late Night, Red Square Info Fair, and AS Job Fair.
- Establishing and maintaining active working relationships with other ROP team members.
- Provide the most relevant and effective resources, outreach, and programming by:
  - Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics.
  - Collecting and inputting office traffic forms.
  - Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

### **Queer Resource Center Responsibilities**

- Develop and enhance the teamwork, communication, and effectiveness of the QRC by:
  - Attending all office meetings as scheduled.
  - Establishing and maintaining an effective working relationship with all QRC staff.
  - Planning short- and long-term goals for the QRC with office staff and the ROP Director.
  - Continually gathering feedback from participants of events and services.
  - Maintaining continual communication with QRC staff and interns outside of meetings.
- Promote Queer events and services to the campus community by:
  - Being aware of and posting Queer-related events to appropriate calendars.
  - Fostering and enhancing working relationships and communications with all Queer clubs and organizations on campus.
  - Publicizing QRC services, programs, and events pertinent to position purview through social media, Publicity Center requests, and other outlets.
- Foster working relationships with related campus and community resources by:
  - Connecting with all Queer-related clubs and organizations on campus and offering them guidance on accessing resources to strengthen their impact and development of community on campus.
  - Regularly communicating and/or co-sponsoring with appropriate organizations including, but not limited to, the Evergreen Wellness Advocates, Sean Humphrey House, Partners Promoting Equality, Western's Counseling Center, the LGBT Advocacy Council, the Equal Opportunity Office, University Residences, and the Queer Youth Project.
- Create an atmosphere of Queer-inclusivity within the offices and programs by:
  - Portraying a diverse representation of Queer identity.
  - Striving to include all gender identities and expressions within the office.
  - Outreaching specifically to marginalized identities within the Queer community.
- Provide educational, social, and community building opportunities to the campus community in relation to the QRC mission by:
  - Developing 3 - 4 events within the QRC per quarter which include the following annual events, to be primarily planned and implemented by the QRC Assistant Coordinators:
    - Coordinating at least one Queer Club Summit per year as a stand-alone event or as part of a larger event.
    - Coordinating at least one community building event per quarter (usually within the first two weeks of fall quarter, mid-winter, and near the end of spring).
    - Coordinating the annual Drag Show (which functions as an HIV/AIDS benefit event).

## Position Responsibilities

- Ensure that queer students are represented and advocated for through the efforts of the Queer Student Advocacy Committee (QSAC) by:
  - Serving as chairperson for the committee and conducting the committee's business in a timely and orderly manner that leads to efficient and productive use of all committee members' time and energy.
  - Leading the committee in the development of both a short- and long-term agenda that lays out priorities for what kinds of improvements to campus programming, academics, and infrastructure would be most positively impactful for students.
  - Utilizing connections with the LGBT Advocacy Committee and the Equal Opportunity Office to ensure that the concerns and recommendations of the QSAC are considered and added to future planning and implementation conversations.
  - Working with the committee coordinator for student recruitment efforts
- Use student fees in a responsible and proper manner by:
  - Serving as co-budget coordinator with the ROP Director for the budgets of Queer Resource Center.
  - Developing quarterly and annual budget plans and projections.
  - Reviewing, tracking, and maintaining budgets on a regular basis.
- Ensure that the QRC Assistant Coordinators and all QRC interns and work study employees perform the responsibilities of their jobs by:
  - Supervising these personnel.
  - Developing training materials and opportunities.
  - Coordinating and facilitating QRC staff meetings.
  - Providing on-going feedback and conducting evaluations.
  - Requiring staff members to fill out client traffic sheets.
  - Providing recognition to staff for their accomplishments and contributions.
  - Approving all events and activities, in conjunction with the ROP Director, sponsored by the QRC.
- Ensure that the Queer Resource Center serves the diverse needs of the student body by:
  - Leading QRC staff in on-going assessment.
  - Coordinating the process of establishing short and long-term goals within the QRC.
  - Serving as the QRC's primary liaison to the Western community.
  - Regularly debriefing events with staff and interns.
  - Assessing the needs of the office in order to be more inclusive (books, visual representation, programming topics and materials, resources, etc.).
- Continuing to foster a safe and inclusive campus by:
  - Maintaining regular contact with the Residence Life staff responsible for the Gender Inclusive Housing space to address concerns and work toward mutual goals.
  - Providing classroom or office presentations as requested by faculty or staff.
  - Ensuring that programs and publicity originating from the office are inclusive and span a wide range of identities.
  - Serving or appointing someone as QRC representative on the LGBT Advocacy Council.

- Deliver educational, social, and community building opportunities to the campus community by:
  - Ensuring the balance of educational and social programming offered by the office.
  - Facilitating an on-going regularly recurring series of educational dialogues with a target audience comprised of students from within the campus queer community.
  - Coordinating one event per year geared toward an audience of 250 people or more.
  - Providing residence hall educational programming as requested.
  - Planning informational tables to increase student outreach in Red Square, Viking Union lobby, Vendor's Row, etc.
  - Maintaining a balanced representation in programming for/about multiple identities.

### **Salary**

Minimum annual salary of \$6435 (approximately \$289 twice per month fall quarter and approximately \$345 twice per month winter and spring quarters).

### **Reportage**

This position reports directly to ROP Director.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised on May 27<sup>th</sup> 2016 by MOTION ASB-16-S-39