



## **Associated Students of Western Washington University**

AS Resource and Outreach Programs

AS Queer Resource Center Assistant Coordinator for Educational Programming

### **About the Position**

The AS Queer Resource Center Assistant Coordinator for Educational Programming outreaches to and educates the campus community on Queer issues and identities, ensures quality and accuracy in the QRC's educational resources, assists in the coordination of all QRC events, as well as supports the day-to-day operations of the QRC.

### **Position Classification**

Assistant Coordinators provide programming support to the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Assistant Coordinators report to department coordinators. Specific duties include but are not limited to assisting with event programming, coordinating specific office functions, performing administrative work and maintaining and updating programming resources for the department.

### **About the Department**

The Associated Student 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.
- Ability to work independently and responsibly.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Basic knowledge of department and position specific responsibilities.
- Knowledge of or experience with event planning.
- Knowledge of Queer issues and identities.
- Ability to create a welcoming and inclusive environment for all Western students including those of marginalized and underrepresented identities.
- Ability to facilitate group discussion and learning

## AS Employment Responsibilities

- Serve the diverse 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, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the 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.
  - Developing and maintaining a legacy document as required by the AS Employment Policy.

## 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.
  - Continually gathering feedback from participants of events and services.
  - Maintaining continual communication with QRC staff and interns outside of meetings.
  - Plan short- and long-term goals for the QRC with office staff and the ROP Director.
- 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 cosponsoring 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.
  - Outreach 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 those primarily implemented by the Coordinator and Assistant Coordinator for Community Programming as well as the following annual events:
    - Coordinating at least one educational event per quarter aimed at elevating the visibility of queer issues or increasing awareness among the broad campus

community on queer experiences, which could take the form of speakers, panels, workshops, films, etc.

- Coordinating the annual Drag Show (which functions as an HIV/AIDS benefit event).

### **Position Responsibilities**

- Deliver educational opportunities on Queer issues to the campus community by:
  - Coordinating 1 - 2 educational events per quarter.
  - Putting on an event within a week of National Coming Out Day.
  - Arranging for guest presenters.
  - Presenting topics and/or facilitating discussions at some events.
  - Reaching out to Residence Life staff, the Residence Hall Association, and National Residence Hall Honorary to offer assistance with programming and events on queer issues.
  - Ensuring all QRC educational resources are updated, well-organized, and accessible, including the QRC library, print materials, and lists of campus and community resources.
  - Locating educational resources, articles, and/or videos for posting to the QRC website or social media, in collaboration with the Assistant Coordinator for Community Programming.
  - Maintaining a balanced representation in programming for/about multiple identities.
  - Providing classroom or office presentations as requested by faculty or staff.
- Ensure that the QRC provides quality programming to the campus community by:
  - Assessing the needs and interests of the community.
  - Making necessary facility reservations.
  - Completing all programming paperwork on time.
  - Performing other duties as needed or assigned by the QRC Coordinator or the ROP Director.

### **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 QRC Coordinator.

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

The Associated Students is an Equal Opportunity Employer.

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