About the Position
The Queer Resource Center Assistant Coordinator is responsible for providing programs and information for the residence halls, assisting in the coordination of events, and 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 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 AS Queer Resource Center (QRC) provides non-judgmental and unbiased programs, safe space services, and resources to students who identify as Queer and their allies. The QRC does this by outreaching and building community among Western students of all diverse backgrounds, advocating and educating about the Queer identity through a variety of events and an extensive library, networking Queer clubs, providing peer counseling services, and confronting prevalent issues within 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 Queer issues and identities
• Ability to speak in front of large crowds
• Knowledge of or experience with event planning

AS Employment Responsibilities
• Serve the membership of the Associated Students in a professional and ethical manner by:
  o 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.
  o Attending all AS staff development events including pre-fall orientation.
  o Being knowledgeable of the AS organization and its general operations.
  o Serving on search committees as designated by the AS Personnel Director.
• Ensure the continuity and legacy of this position by:
  o Working with supervisor and Personnel Director to revise and update position job description.
  o 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:
  o Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education.
  o Providing unbiased, nonjudgmental, and accurate information and services to students.
  o Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals.
  o Providing a confidential, safe, and inclusive space for students.
  o Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication.
  o Updating office libraries, magazine and journal subscriptions, and contacts for library cataloging.
• Ensure the smooth, effective operations of the Resource & Outreach Programs by:
  o Attending weekly ROP staff meetings, office check-ins, and any additional departmental activities.
  o Promoting teamwork and collaboration throughout all the ROP offices.
  o 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, AS Job Fair, and the Campus Activities Showcase.
  o 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.
  - Participating in the development and implementation of the QRC midyear assessment.
  - Establishing and maintaining an effective working relationship with all QRC staff.
  - Plan short- and long-term goals for the QRC with office staff and the ROP Director.
  - Continually receiving feedback from participants of events and services.
  - Maintaining continual communication with QRC staff and interns outside of meetings.

• **Promote Queer events and services with the campus community** by:
  - Being aware of and posting Queer related events to the physical and online Queer Calendar of Events.
  - 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 networking, Publicity Center requests, and other things.

• **Foster working relationships with related campus and community resources** by:
  - Collaborating with all Queer-related clubs and organizations on campus.
  - Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to, the Evergreen AIDS Foundation, Sean Humphrey House, Partners Promoting Equality, Western’s Counseling Center, the LGBT Advocacy Council, and the Queer Youth Project.

• **Create an atmosphere of Queer-inclusivity within the offices and programs** by:
  - Portraying a diverse representation of the 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 4-8 events within the QRC per quarter which include the following annual events:
    - Coordinating the annual community building event (within the first two weeks of fall quarter), HIV/AIDS benefit show, and Pride Month.

**Position Responsibilities**

• **Continuing to foster a safe and inclusive campus** by:
  - Providing classroom presentations as requested by faculty.
  - Serving as a liaison to the residence halls for queer-related questions, events, or resources.
  - Reaching out to the Residence Hall Association and National Residence Hall Honorary to provide information about residence hall events and queer identities.
• **Deliver educational, social, and community building opportunities to the campus community by:**
  o Ensuring the balance of educational and social programming offered by the office.
  o Coordinating one event per year geared toward an audience of 250 people or more.
  o Co-sponsoring with at least three other ROP offices in the academic year.
  o Planning informational tables to increase student outreach in Red Square, Viking Union lobby, Vendor's Row, etc.
  o Maintaining a balanced representation in programming for/about multiple identities.

**Salary**
This position will receive $5,498 per position term (approximately $274 twice per month).

**Reportage**
This position reports directly to the 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 on February 19, 2014 by motion ASB-14-W-37.