



CAREER OPPORTUNITY

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Position Information

Posting Date: March 17, 2008
Working Title: Assistant Director, GLBT and Women's Resource Centers
Reporting Unit: Student Affairs
Requisition Number: 13330
Salary Range: \$4,373/month - \$6,238/month
Hiring Range: \$4,373/month - \$4,839/month
Excellent Benefits Package: [Academic Professionals of California\(APC\) Benefits Summary](#)
First Screening Date: April 7, 2008
Applications received after the first screening date will be considered at the discretion of the University.
Position Classification: Student Services Professional IV
Bargaining Unit: Academic Professionals of California

About the Position

Reporting to the Associate Vice President of Campus Life, the Assistant Director of Gay Lesbian Bisexual Transgender (GLBT) and Women's Resource Centers will provide programs and services that address gender and GLBT issues and promote success, advocacy, equity and safety. The Assistant Director plays a critical role in developing and sustaining an environment conducive to the professional, intellectual and personal success of students identifying with these two communities. The Assistant Director will also serve as a resource to all staff and students interested in learning more about these two communities through outreach and training.

Responsibilities include, but are not limited to:

- Oversight of the Centers' operations to include day-to-day administration and coordination
- Facilitate the development, implementation and evaluation of comprehensive programs and services that offer education, advocacy, support, mentorship and safety for women, GLBT, transgender, intersex, queer, questioning and allied members of the campus community.
- Develop and implement outreach initiatives;
- Participate in campus and community diversity and gender-equity initiatives
- Identify and assess achievement of learning outcomes
- Responsible for hiring, provide training/mentoring, and evaluating the performance of graduate and undergraduate student staff
- Develop and administer an annual budget

Evening and weekend work is required.

Qualifications

The ideal candidate will be creative, a self-starter, a motivated individual, and a problem solver. The ideal candidate will have the ability to build relationships and trust with the students, the campus community, and the community at-large while working to build two programs from infancy into a stable operation.

We require a bachelor's degree in a related field. A master's degree from an accredited institution in Counseling, Social Work, Higher Education Administration or a related field is preferred and may be substituted for one year of professional experience. We require four years of full-time professional experience in student programming (preferably in programs for underrepresented populations), counseling or a related field which includes at least two years administration experience, including knowledge of budget and personal supervision. Candidates should possess excellent oral and written communication skills, and excellent customer service skills.

Successful candidates must have the knowledge, skills, and abilities as follows.

- A thorough knowledge of student and leadership development theory, identity development models, and the implication for practice
- General knowledge of the principles of individual and group behavior
- Ability to advise students individually or in groups
- Ability to facilitate cross-cultural interactions and experiences
- Ability to provide work lead direction
- Ability to deliver training and educational seminars
- Ability to develop and administer program budget
- Thorough knowledge of office methods, procedures and practices
- Working knowledge of software applications, word processing, spreadsheets, and database management

Required Application Material

- Résumé
- Letter of interest
- SJSU Employment Application: [PDF version](#) [MS Word version](#)

Note to Applicant

Evidence of degree(s) or certification(s) may be required at time of hire. Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Prints Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

Equal Opportunity Statement

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

For the [SJSU Annual Safety Report](http://www.sjsu.edu/safetyreport) (www.sjsu.edu/safetyreport)

Contact Information

[Human Resources](http://www.sjsu.edu/hr) (www.sjsu.edu/hr)

One Washington Square • San Jose, Ca 95192-0046

Phone: 408-924-2250 • Fax: 408-924-2257 • Email: hrsg@sjsu.edu

University Shared Values

Learning

Valuing education and promoting life-long learning.

Student and Employee Success

Placing our highest priority on academic success and personal growth.

Excellence

Setting the highest standards in all we do.

Integrity

Being honest, fair and accountable for our actions.

Diversity

Respecting diversity and recognizing the strength this factor brings to our community.

Community

Valuing collaborative relationships.