

LGBTQ Pride Center Student Coordinator

Position: LGBTQ Pride Center Student Coordinator

Hours: Between 8-12 hours per week; Range from Monday - Friday 9am - 5pm with some nights and weekends.

Recruitment: All students are encouraged to apply. Students with work study or who anticipate work study are encouraged to apply and note such in their application materials.

Applications: To apply, please complete the [CCC Student Staff Application Form](#)

Compensation: Payment is \$10 per hour. Increases \$0.50 for every year following.

The LGBTQ Pride Center, located in Talley Student Union 5230 (5th floor), is one of four campus community centers (with the [Women's Center](#), [Multicultural Student Affairs](#), and the [African American Cultural Center](#)) housed under the Office for Institutional Equity and Diversity (OIED). OIED facilitates efforts to ensure equity and opportunity, increases awareness of diversity issues through education, and strengthens relationships across diverse groups. Through these efforts, the OIED promotes cultural competence development, thereby fostering a welcoming and respectful campus.

The mission of the NC State LGBTQ Pride Center is to engage, develop, and empower members of the gay, lesbian, bisexual, and transgender communities and their allies. To fulfill that mission, we

- Help students connect to form social support networks.
- Offer identity-based and health-related information and resources.
- Consult with students individually and collectively related to personal identity and academic success.
- Refer students to a wide variety of resources on campus and in the local community.
- Provide professional and leadership development opportunities.
- Host educational events and programs.

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Major Responsibilities

As a student coordinator, you are an extension of the LGBTQ Pride Center. While you are in the Center, we ask that you help us create a welcoming, inclusive, and safe space for all students.

- Provide professional and courteous customer service and maintain a warm and welcoming environment by: greeting all those who visit the Center, assisting visitors with any questions/concerns, connecting Center visitors to appropriate resources, and maintaining a safe, clean and organized LGBTQ Pride Center space.
- Stay informed and contribute to the knowledge base of others about campus and community events related to OIED and each center's mission.
- Advance marketing efforts by sharing information on campus, via social media, and through weekly newsletters.
- Under the supervision of professional staff, assist with work projects including but not limited to: administrative office tasks; logistics coordination; marketing/outreach and social media; educational program planning, delivery, and assessment; and LGBTQ Pride Center library and resource maintenance.
- Participate in any designated training, meetings, events, activities, or assigned readings, including select OIED Signature events.
- Be available for weekly 1:1 meetings with direct supervisor and monthly team meetings with staff.
- Work with your direct supervisor to develop learning outcomes and a personalized, professional development plan to meet those outcomes.
- Flexible availability for evening shifts during exam times.
- Other duties as assigned by direct supervisor or Administrative Support Specialist.

Qualifications

- Must be committed to the mission and vision of OIED and the LGBTQ Pride Center to serve as an enthusiastic representative.
- Strong interpersonal skills and the ability to work collaboratively with diverse students, staff, faculty, and community members.
- Ability to effectively manage time and multiple projects.
- Ability to fulfill work responsibilities in accordance with expectations and high degree of professionalism.
- Ability to maintain confidentiality.
- Preferred: knowledge of Microsoft programs, Google Drive, and social media platforms.
- Must be available to work the majority of hours in-person.

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Conditions of Employment & Mandatory Dates

- Priority placement for work-study students; please check with the Financial Aid Office to see if you are eligible.
- Provide two references that can speak to candidate qualifications as written above.
- Must be available to work 8-12 hours per week, able to work in shifts at least 2 hours long, and have occasional night and weekend availability.
- Payment is \$10 per hour. Increases \$0.50 for every year following.

Mandatory Programs

Students will be asked to sign up for and/or assigned tasks/roles at these events. Dates and times will be made available prior to the beginning of the academic year. Academic courses take priority over these programs. These will be paid time if you have an assigned role/task at that event. Must be available for:

- Student leader training (TBD by group availability)
- Symposium - Move-in weekend in August
- Open House - First week of classes in August
- PRIDE Durham - In September
- LGBTQ History Month Speaker/Signature Event- In October
- Transgender Day of Remembrance - In November
- Open House - First week of classes in January
- Transgender Day of Visibility - In March
- Lavender Graduation - In April

Questions? Please contact the LGBTQ Pride Center at 919-513-9742 or gltbcenter@ncsu.edu