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| **Position Title** | Director, LGBT Center | **Department** | LGBT Center |
| **Planning Unit/Location** | Diversity and Inclusion | **Position Number** |  |
| **EE Name or New FTE** | delfin bautista | **Reason for Evaluation** | Incumbent Review |
| **Supervisor/Manager’s Name & Title** | Gigi Secuban, Ed.D, Vice-President for Diversity and Inclusion |
| **Position Type** | Administrative, full-time regular | **FTE** | 1.0 |
| **Author of Position Description Name/Title** | Gigi Secuban,Ed.D., Vice-President for Diversity and Inclusion | **Date** | July 25, 2018 |

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| **Position Summary:** In 3 – 4 sentences, briefly but specifically, summarize the primary purpose of the position. |
| The Director will provide Center oversight, manage fiscal operations, personnel management as well as securing financial contributions to ensure the Center’s success. The Director will provide strategic leadership for program development and structured analysis, both curricular and co-curricular, utilized across campus and in the community. The Director will engage in advocacy and leadership through work on committees and task forces, representing both the LGBT Center and the Office for Diversity and Inclusion broadly, throughout the institution and with external constituents. |
| **Primary Accountabilities:** List up to five **primary accountabilities** of the position in the space provided below, indicating the **most important** first, and the approximate percentage of time spent on each function over the course of a year. DO NOT list any duties or responsibilities that require 10% or less of the position’s time. |
| * **Strategic Oversight**
	+ Coordinate and oversee all aspects of the LGBT Center by planning, implementing, and evaluating the strategic plan and vision of the Center that centers on sexual and gender diversities and experiences with an intersectional perspective and various queer theory frameworks.
	+ Research national best practices and modify them for Ohio University context to elevate national status such as LGBTQ inclusive policies and through assessments such as the Campus Pride Index.
	+ Provide content for internal and external communications
	+ Advise and assist in the creation of marketing strategies for Center programming and other LGBTQ efforts on and off campus.
	+ Oversee staff utilization of social media to promote the Center’s, Diversity and Inclusion’s, and Ohio University’s mission
	+ Liaison with regional campuses to increase awareness of resources available through the Center and in local communities.
	+ Collaborate with internal and external constituents for Women’s Center staff expertise to be represented and incorporated to ensure awareness of, and care for, LGBTQ identities and issues on campus and in Southeast Ohio.
	+ Member of committees, advisory groups, and task forces for large initiatives to advocate on gender and sexuality issues, including serving as a member of the Joint Police Advisory Committee (JPAC) and other strategic initiatives
	+ Analyze programming regularly for effectiveness, including formal assessments as warranted
	+ Present on programming and services at conferences to elevate national status
 |
|  | *20 % of Time*  |
| * **Administrative & Supervisory Responsibilities:**
	+ Supervise and train professional, graduate, interns, and undergraduate student staff to ensure alignment with strategic objectives of the Center and Diversity and Inclusion
	+ Oversee regular staff meetings, including professional, graduate, intern, and student staff
	+ Fiscal management of Center budget, including purchasing, monitoring and reconciling, and projecting funding needs for Center programming
	+ Advise the Assistant Director on the development, implementation, and assessment of the programs that they oversee
	+ Research national best practices and modify them for Ohio University context to elevate national status (for example, Campus Pride Index).
	+ Provide aggregate data and assessment information to internal and external constituents as needed
 |
|  | *20 % of Time*  |
| * **Programs and Services**: The Director will develop and foster collaborative partnerships with campus and community constituents, provide quality programs for faculty, staff, students and community members that promote sexual and gender diversity as well equity for LGBTQ individuals and groups.
* Maintain multi-tier strategy for the recruitment, engagement, retention and promotion of LGBTQ faculty, staff, and administration on all campuses, with an emphasis on programming and retention efforts.
* Coordinate, create, and deliver career development programming focused on the unique needs and experiences of LGBTQ individuals (in collaboration with offices such as the Career and Leadership Development Center)
* Coordinate and collaborate with United Campus Ministry and other campus and community constituents in oversight and delivery of programs for PRIZM (after school art program for LGBTQ middle and high school youth).
* Work with community and campus offices to maintain and/or create new collaborative programming to serve constituents both in the community, on campus, and Southeast Ohio.
* Offer high-level programming for faculty and staff on issues related to sexual and gender diversities, including personal empowerment and supervisory/pedagogical improvement
* Provide guest lectures/workshops as available to classes, student groups, and external organizations
* Collaborate with the Graduate College and Graduate Student Senate to provide programming particular to LGBTQ individuals in graduate and professional schools
* Collaborate with the Women’s Center and other offices on survivor centered programming, including Take Back the Night, while working with the Survivor Advocacy Program and other key constituents.
* Develop innovative workshops, presentations, and trainings reflective of current “hot topics” for LGBTQ individuals and diversity and inclusion generally
* Work collaboratively with Center staff, Diversity and Inclusion staff, and other constituents to provide a calendar of events for each academic year as well as summer programming (such as Athens Pride Fest).
* Collaborate with OMSAR, Multicultural Center, and ISFS on programs that address the needs of students within each of these offices as well across offices.
* Collaborate with the Office of Community Engagement, Academic Advancement Center, and other offices on Appalachia Rising Service Immersion trip (Spring Break).
* Create and distribute a co-curricular guide demonstrating the connections between Center programs and degree granting units (create a framework to bridge academic affairs and student affairs).
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|  | *30 % of Time*  |
| * **Curricular Instruction**:
	+ Provide one course offering a semester in an academic unit such as Women’s, Gender and Sexuality Studies, Social Work Department, University College, or course related to sexual and gender diversities.
	+ Work with the Assistant Director and other campus offices such as the Office for Global Opportunities on creating a study abroad course focused on sexual and gender diversities.
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|  | *15 % of Time*  |
| * **Fundraising:**
	+ Fundraise for programming, equipment, and leadership development as needed for the LGBT Center and LGBTQ identities generally across campus (especially the Hodson Emergency Fund and Wayne Hadley Travel Award).
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|  | *15 % of Time*  |
| **People Management Responsibilities:** Indicate the type and scope of supervisory responsibilities of this position. *Check only one box.* **NOTE:** this refers to supervision of other University employees, and excludes student workers. |
| [ ]  Not responsible for supervising others.[ ]  Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work. May make recommendations for hiring, termination, and pay decisions but has no formal responsibility. [ ]  Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity. May offer recommendations for hiring, termination and pay adjustments, but does not have responsibility for making these decisions.[x]  Supervises work of others, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and position content. |
| Please provide additional relevant information (e.g., supervision of student workers, type of positions supervised, number of FTE supervised):  |
| 1 full-time administrator, 1 full-time classified position, 1-2 graduate assistants, 6-10 student workers |
| **Fiscal Responsibilities:** Check the item(s) below which best describe the position’s fiscal responsibilities if applicable. |
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| Responsibility | N/A | Enter$Amount | Planning | Preparation | Forecasting | Maintaining | Monitoring/ Reconciling |
| Budget: | [ ]  | $125,101 | [x]  | [x]  | [x]  | [x]  | [x]  |
| Expenses (P-Card, Bobcat Buy): | [ ]  | 10,000 | [x]  | [x]  | [x]  | [x]  | [x]  |
| Fundraising: | [ ]  | 25,000-50,000 | [x]  | [x]  | [x]  | [x]  | [x]  |
| Purchasing: | [ ]  | 5,000 | [x]  | [x]  | [x]  | [x]  | [x]  |
| Other: | [x]  |       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| **Education:** Indicate the minimum level of education generally necessary to effectively handle the position’s essential functions. *Check only one educational level.* |
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| Required | Preferred | Degree | Field of Study |
| [ ]  | [ ]  | High school diploma or GED |  |
| [ ]  | [ ]  | Vocational or technical training |  |
| [ ]  | [ ]  | Associate’s degree, or vocational or technical school degree |  |
| [ ]  | [ ]  | Bachelor’s degree  |  |
|  [x]  | [ ]  | Master’s degree  | **Higher Ed, Counseling, Women's Studies, Diversity Studies, Social Work, Psychology, Cultural Studies, LGBTQ Studies, Communication Studies, or related fields** |
| [ ]  | [x]  | Doctoral degree  | **Higher Ed, Counseling, Women's Studies, Diversity Studies, Social Work, Psychology, Cultural Studies, LGBTQ Studies, Communication Studies, or related fields** |

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| [ ]  Check here if equivalent experience may not be substituted for the above education and describe why not. |
|  |
| Additional information (such as licensure, certifications, valid Driver’s License, etc):  |
| A valid driver’s license is required for travel to regional campuses and other off campus events. Different mental health and diversity related certificates helpful but not required.  |
| **Work Experience:** Indicate the minimum level of work related experience required to effectively perform the position’s responsibilities. This is not necessarily the same as the incumbent’s experience. *Check only one box.* |
| [ ]  Less than 12 months | [ ]  1 – 2 years | [ ]  3 – 5 years | [x]  6 – 8 years | [ ]  More than 8 years | [ ]  Other |
| **Management Experience:** If this position has supervisory or managerial responsibilities, indicate the years of management experience required. This is not necessarily the same as the incumbent’s experience. *Check only one box.* |
| [ ]  Less than 12 months | [ ]  1 – 2 years | [x]  3 – 5 years | [ ]  6 – 8 years | [ ]  More than 8 years | [ ]  Other |
| **Knowledge:** Indicate the depth and breadth of knowledge within the position’s field or specialty that is required to effectively perform the essential functions of this position. *Check only one box.* |
| [ ]  Specialized knowledge not required.[ ]  Basic understanding of fundamental concepts, practices and procedures and ability to apply in varied situations.[ ]  Working knowledge of concepts, practices and procedures and ability to use in varied situations.[x]  Comprehensive knowledge of theories, concepts and practices and ability to use in complex, difficult and/or unprecedented situations. |
| Provide additional information if desired. |
|       |
| **Collaboration/Service:** Indicate the nature of collaboration and/or service to others required by the position and whether this occurs internally (with others at the University) or externally (with students, parents, donors, general public, vendors, media, other institutions, etc.) *Check all that apply.* |
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| Internal | External |  |
| [x]  | [x]  | Exchange of routine, factual information and/or answering routine questions. |
| [x]  | [x]  | Exchange detailed information or resolve varied problems. |
| [x]  | [x]  | Access to and/or works with sensitive and/or confidential information. |
| [x]  | [x]  | Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately. |
| [x]  | [x]  | Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects. |
| [x]  | [x]  | Resolve conflict, negotiate or collaborate on major projects. |
| [x]  | [x]  | Handle sensitive issues and facilitate collaboration at the highest level.  |
| [x]  | [x]  | Develop and maintain relationships with key contacts to enhance work flow and work quality. |

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| Provide additional information if desired.  |
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| **Decision Making:** Indicate the type of impact of the decisions typically made by this Position. *Check only one box.* |
| [ ]  Decisions generally affect own position or specific functional area. Problems encountered are routine, somewhat repetitive and generally solved by following clear directions and procedures.[ ]  May contribute to business and operational decisions that affect the department. Decisions made address non-routine questions and situations, often requiring investigation and/or research of precedents. Uses patterns, trends, and precedents to analyze situations and determine appropriate course of action or approach to solving problems.[ ]  Decisions have major implications on the strategy, operational and business decisions that affect the department. Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.[x]  Decisions and problems are complex and involve multiple constituencies, often with competing priorities. Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed. |
| Provide additional information if desired.  |
|       |
| **Independence of Action:** Indicate the position’s general degree of independence of action. *Check only one box.* |
| [ ]  Work is closely monitored by supervisor/manager; detailed instructions and procedures are generally provided.[ ]  Work progress is monitored by supervisor/manager; incumbent follows precedents and procedures, and may set priorities and organizes work within general guidelines established by supervisor/manager.[ ]  Results are defined and existing practices are used as guidelines to determine specific work methods and carries out work activities independently; supervisor/manager is available to resolve problems.[x]  Results are defined; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction |
| Provide additional information if desired.  |
|       |
| **Physical/Environmental Demands:** Indicate the typical physical and/or environmental demands required to effectively handle the Position responsibilities and their frequency. |
| [x]  Office environment/no specific or unusual physical or environmental requirements***.*** |
| Describe any unusual situations:       |
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|  |  | Often | Sometimes | Rarely |
| **Physical Effort** | Vision and hearing abilities | [x]  | [ ]  | [ ]  |
| Heavy lifting, carrying, etc. | [ ]  | [ ]  | [x]  |
| Extensive standing, walking, etc. | [ ]  | [ ]  | [x]  |
| Other: |       | [ ]  | [ ]  | [ ]  |
| **Environmental Conditions** | Exposure to all weather conditions | [ ]  | [ ]  | [x]  |
| Exposure to hazardous materials | [ ]  | [ ]  | [x]  |
| Other: |       | [ ]  | [ ]  | [ ]  |

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| **Additional Information:** Please describe as clearly and concisely as possible any additional information that would be important to fully understand the role, responsibilities, nature and scope of the position. |
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The statements in this Position Description Questionnaire are intended to describe the roles, responsibilities and requirements of the position. The purpose is to evaluate the content of the position for the purposes of assigning to the Staff Classification Program. This is not necessarily an exhaustive list of all responsibilities and requirements of the position.

The completed document should be sent to the Planning Unit designated Human Resources contact (HRMG member). The HRMG representative should review the content from a Planning Unit perspective and send the approved document to UHR Compensation.

Compensation Use Only – Results Summary

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| **Position Title** |  Director, LGBT Center |
| **Position Number** |  |
| **Classification** |  Administrative |
| **FLSA Exempt Status** | Exempt |
| **Pay Grade** |  CA&P|17| |
| **Family** |  Student Affairs |
| **Sub family** | Multi-Cultural |
| **Level** |  M 4 |
| **Oracle Job Segment** |  ADMIN|M 4|STUDAFFMULTICULT |