Duke University  
Division of Student Affairs  
Job Description

Official Job Title: Student Development Coordinator  
Working Title: Student Development Coordinator, Center for Sexual and Gender Diversity  
Job Code/Level/Family: 2321/10/28  
Department: Center for Sexual and Gender Diversity  
Supervisor: Assistant Director, Center for Sexual and Gender Diversity  
Position Status: Regular, Full-time, Exempt  
Staff Supervision: Student Staff  
Schedule Note: Occasional night & weekends required

Scope of Responsibilities:
The Student Development Coordinator in the Center for Sexual and Gender Diversity in collaboration with the Director, Assistant Director and Office Coordinator fulfills the mission of the CSGD in the achievement “of an inclusive campus climate for students, staff, faculty, and alumni with marginalized sexual orientations, gender identities, and gender expressions through education, advocacy, support, mentoring, academic engagement, and providing space.” The Student Development Coordinator designs, implements and coordinates dynamic programming (guided by an understanding of social justice frameworks, intersectionality, and the experiences of those with multiple marginalized identities) for students with marginalized sexual orientations, gender identities and gender expressions and for those who identify as allies. The Student Development Coordinator provides supervision and guidance to six Student Programming Assistants in the facilitation of student-led programming efforts for the Duke community. The Student Development Coordinator advises and liaises with undergraduate LGBTQIA+ student organizations. The Student Development Coordinator assists with the design and facilitation of educational trainings and workshops for the Duke Community and assists with the supervision of undergraduate student staff members in the CSGD. The Student Development Coordinator cultivates relationships with departments and organizations across the University and in the local Durham community.

Duties:

1. Design, implement and coordinate dynamic programming (guided by an understanding of social justice frameworks, intersectionality, and the experiences of those with multiple marginalized identities) for students with marginalized sexual orientations, gender identities and gender expressions, and for those who identify as allies. Provide supervision and guidance to student staff members in the facilitation of student-led programming efforts for the Duke community. Collaborate regularly with student organizations, cultural/identity centers, university departments and with organizations in the Durham community. Foster academic engagement through programming in partnership with academic units  

40%
across campus. Evaluate and assesses programmatic effectiveness through regular qualitative and quantitative data collection and analysis.

2. Facilitate the co-supervision model, in collaboration with the Assistant Director, of undergraduate Student Programming Assistants and Graduate Assistant including the recruitment, hiring, training, and evaluation. 20%

3. Provide on-going advising and serve as a liaison to undergraduate LGBTQIA+ student organizations. 10%

4. Design and disseminate marketing materials for programs and events, create semestery calendars, and the CSGD Weekly e-newsletter. Manage/moderate CSGD listservs. Manage CSGD social media. 10%

5. Assist with the design and facilitation of educational trainings, workshops and lectures of the CSGD including the P.R.I.D.E. (Pursuing Respect, Inclusion, Diversity & Equity) Training, Trans 101, ACE 101, and by-request trainings for the Duke University community. 10%

6. Coordinate open houses and receptions to welcome incoming and returning students. Coordinate CSGD presence at prospective student Blue Devil Days, Orientation events, and resource fairs at Duke and within the larger Durham community. 5%

7. Cultivate and maintain relationships with other identity/cultural centers within the Division of Student Affairs, identity/cultural student organizations, alumni organizations and organizations that support the mission of the CSGD within the Duke University community and beyond. 5%

8. All other duties as assigned.

**General Qualifications:**

- Master's degree in a related field is required.
- Experience with and knowledge of LGBTQIA+ communities.
- Knowledge of and experience working with folks with intersecting and multiple marginalized identities including race/ethnicity, religion, gender, gender identity, gender expression, national origin, socioeconomic status, and ability.
- Demonstrated commitment to social justice education.
- Computer literacy including Microsoft Office, Adobe Suite, and skills in social media.

**Additional Job-Specific Skills and Competencies:**

- Ability and desire to work as part of a team
- Multicultural competency
- Experience in programming and events planning and follow-up
- Demonstrated organizational skills
- Demonstrated success in working with student organizations
- Experience social media management
- Evidence of writing proficiency skills
- Experience in supervision of student staff
- Skill in assessment and report writing
- Experience in public presentations
- Proficiency in managing multiple tasks at the same time
• Ability to use computer and office productivity tools effectively and creatively