

Assistant Director, LGBTQ+ Center  
University at Buffalo, The State University of New York

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Posted Jan. 13, 2025, set to expire Aug. 4, 2025

<b>Job Title</b>	Assistant Director, LGBTQ+ Center
<b>Department</b>	Office of the Dean of Students
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jan. 13, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Student Affairs Multicultural Affairs/Diversity
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/55184">https://www.ubjobs.buffalo.edu/postings/55184</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The **Assistant Director of the LGBTQ+ Center** works within the mission of the [Division of Student Life](#) to provide diverse programming to LGBTQ+ students in a safe, affirming, and welcoming environment. The Assistant Director provides vision, strategic leadership, and overall supervision to the LGBTQ+ Center in support of the University's academic mission and the strategic priorities of Student Life.

The LGBTQ+ Center plays a critical role in student support and advisement, educational efforts, community building, fostering dialogue, and ongoing initiatives to ensure that all students have the fullest opportunity to flourish and succeed. In addition to overseeing the administrative and operational

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functions, the Assistant Director will work collaboratively to provide advice, counsel, referrals, and educational resources to LGBTQ+ students.

### **Responsibilities**

- Advance the mission of the LGBTQ+ Center by providing departmental leadership, management, and oversight, setting and guiding the overall vision and strategic direction for the center, and supporting students on topics related to LGBTQ+ identity.
- Lead efforts to provide dynamic learning activities, programs, and dialogues that engage diverse perspectives and foster shared understanding in collaboration with students, student organizations, and campus and community stakeholders, and continually assess the effectiveness of center offerings.
- Recruit, select, supervise, evaluate, and support the professional development of a strong team including one part-time graduate assistant and undergraduate student workers.
- Carefully track and manage the LGBTQ+ Center budget; align budgetary allocations with divisional and institutional objectives and priorities.
- Serve as a primary point of contact, resource, and support for students experiencing issues related to LGBTQ+ identity and provide direct support and connections with campus and community resources.
- Other position-related duties as assigned.

Our team recognizes the advantages diverse perspectives and backgrounds brings to the workforce. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

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### About Student Life

As a member of Student Life, you will join service professionals, all driven by one shared set of values designed to help ensure students' well-being, create a safe and supportive environment, and promote student success. In Student Life, growth is a shared passion. We aim for excellence, thinking big and going bold. We pursue our goals tenaciously while stewarding the student experience. We build communities and advance diversity in all forms. We encourage discovery and celebrate success.

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### Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### Minimum Qualifications

- Bachelor's degree with 2 years of experience **or** master's degree or professional certification with no experience.
- Overall demonstrated commitment to working with people with marginalized identities.
- Established record of programs and events with attention to logistics, budgets, contracts and publicity.

### Preferred Qualifications

- Three (3) years of direct or indirect LGBTQ+ student service in higher education.
- Experience with facilitation and design of workshops, as well as experience with group facilitation and individual advising of LGBTQ+ college student in a non-therapeutic context.

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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