

**UNIVERSITY OF WISCONSIN SYSTEM  
LGBTQ INITIATIVE COORDINATOR (INSTITUTIONAL OR SENIOR  
INSTITUTIONAL PLANNER)  
Madison, WI**

The University of Wisconsin System Administration (UWSA) Office of Equity, Diversity and Inclusion is seeking candidates to fill the position of Coordinator for the LGBTQ Initiative and other work broadly related to UW System efforts to achieve equity, diversity and inclusion. The mission for the UW System's LGBTQ Initiative is to promote the success of all populations of LGBTQ students, and employees. The LGBTQ Initiative's work involves advocacy and support for the development and dissemination of new knowledge concerning LGBTQ people through advancing LGBTQ educational experiences, supporting LGBTQ scholarship, teaching, advocacy, and student services. The Office of Equity, Diversity and Inclusion is a unit within the larger University of Wisconsin System Administration which supports two research universities, eleven comprehensive universities, thirteen two year colleges, and a statewide university extension. This position is located in Madison, WI.

**Major Responsibilities:** Reporting to the Associate Vice President for Equity, Diversity and Inclusion, the coordinator provides overall leadership and coordination for the Initiative and works collaboratively with the UW System LGBTQ Resource Centers and institutional LGBTQ liaisons to accomplish the goals of the Initiative. Responsibilities include:

- Providing leadership, coordination and staff support for the UW System LGBTQ Initiative;
- Organizing conferences and other events designed to build or increase system wide capacity to achieve the goals of *Inclusive Excellence*;
- Planning statewide meetings and developing an agenda in consultation with the Associate Vice President for Equity, Diversity and Inclusion, members of the LGBTQ Initiative and other system-wide groups for whom the office is a liaison;
- Contributing to the goals and objectives of the UW System Inclusive Excellence Leadership Team;
- Contributing to the goals and objectives of the work of the UWS Office of Equity, Diversity and Inclusion;
- Designing programs and initiatives designed to result in greater diversity and advance practices and policies for increased equity, and inclusion for all underserved/underrepresented populations;
- Cultivating effective work relationships with LGBTQ faculty, staff and student groups at UW Institutions;

**Qualifications:** A Masters degree in a related field is required; a terminal degree is preferred. At least three years of relevant work experience is required, seven years is preferred. Highly qualified candidates will demonstrate the following experience and abilities:

- Comprehensive knowledge and expertise about LGBTQ populations in educational settings and in society;
- Knowledge of concepts and practices impacting populations that are underserved and/or underrepresented in higher education;
- Knowledge of concepts and practices that will advance equity and equity-mindedness;
- Demonstrated experience working effectively with people from different race/ethnic and socio-economic backgrounds, and with diverse perspectives;

- Good working knowledge of practices that support organizational change and transformation anchored in multicultural change and diversity.
- Ability to plan, organize, and collaborate with various constituency and stakeholder groups.
- Ability to research, analyze and synthesize data and other information required to prepare reports and presentations
- Ability to plan and coordinate conferences and other professional development programs for constituent and stakeholder groups
- Excellent oral and written communication skills for impact, using tact and diplomacy;
- Proficiency using word processing, spreadsheets, databases, and creating Power Point presentations, preferably with Microsoft applications.

**Additional qualifications to be considered as a Senior Institutional Planner:** In addition to the qualifications above, candidates may be considered for the Senior-prefix title if they have had more than 10 years of relevant experience.

**Conditions of Appointment:** This is a full-time (100%) professional staff position. The Institutional Planner title is assigned to Salary Range UWS 5 (currently \$46,453. - \$69,678.); the Senior System Institutional Planner title is assigned to Salary Range UWS 6 (currently \$53,249 – \$79,873.). Salary will be assigned within the appropriate range, commensurate with the candidate’s qualifications and experience. An excellent [benefits package](#) is also included. Anticipated start date is February 1, 2010. Special Note: The UW System conducts criminal background checks for final candidate(s).

**To ensure full consideration, complete applications must be received by Monday, November 2, 2009.** However, applications will be accepted until the position has been filled. To apply, send a:

- letter of application addressing your skills and experiences specifically relating to the qualifications of this position,
- a comprehensive resume,
- brief sample of professional writing
- current contact information for three professional references, including at least two supervisory references,
- and a statement of whether you wish to have your application held in confidence or made available to the public upon request

To: Ms. Demi Wiemann, Office of Human Resources and Workforce Diversity, at [dwiemann@uwsa.edu](mailto:dwiemann@uwsa.edu). **Complete materials should be submitted electronically as Microsoft Word or PDF attachments.** Do not send application materials in the body of an email as formatting will be lost. (If you are unable to submit materials electronically in this format or have application questions, contact Demi Wiemann at 608-263-4390 or by email at the above address for special arrangements.)

*Pursuant to Wisconsin Statutes, upon request we are required to provide a list of all nominees and applicants who have not requested in writing that their identity not be revealed. Persons agreeing to be final candidates will have their identity revealed as a final candidate. "*

*The University of Wisconsin is an AA/EEO employer committed to achieving a diverse workforce and to maintaining a community which welcomes and values a climate supporting equal opportunity and difference among its members.*