

Human Resources

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Assistant Director - Stonewall Center

Job no: 520913

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Work type: Staff Full Time

Location: UMass Amherst

Department: AISP Administration

Union: PSU

Categories: Student Affairs & Services, Program Administration/Management

About UMass Amherst

UMass Amherst, the Commonwealth's flagship campus, is a nationally ranked public research university offering a full range of undergraduate, graduate and professional degrees. The University sits on nearly 1,450-acres in the scenic Pioneer Valley of Western Massachusetts, and offers a rich cultural environment in a bucolic setting close to major urban centers. In addition, the University is part of the Five Colleges (including Amherst College, Hampshire College, Mount Holyoke College, and Smith College), which adds to the intellectual energy of the region.

Job Summary

Serving as a member of Advocacy, Inclusion and Support Programs in Student Affairs and Campus Life, this position reports to the Director of the Stonewall Center. The Assistant Director must have a thorough understanding of the needs and concerns of LGBTQIA (lesbian, gay, bisexual, trans, queer, intersex, asexual) college students and the multiple intersections of sex, gender, ethnicity, class, race, and other identities. Provides support to LGBTQIA

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students, LGBTQIA-supportive organizations, and the campus community.

Essential Functions

- Provides programs and services that support the personal and intellectual development of LGBTQIA students.
- Co-facilitates the Stonewall Center's LGBTQIA support group and manages its graduate student LGBTQIA support group.
- Supervises undergraduate student staff, and interns as they plan and carry out community-building programs and activities.
- Trains and supervises undergraduate student staff in co-facilitating LGBTQIA allyship workshops for classes and student groups.
- Manages the Stonewall Center's peer mentorship program, including the training of mentors and the evaluation of the program.
- Assists in leading the Stonewall Center's services for students, staff, and faculty, such as by facilitating allyship presentations, providing student and student group support, and developing resources and programs.
- Represents the Stonewall Center at university events, including admitted and new student resource fairs, Discovery UMass, Welcome to the U, and Homecoming.
- Contributes to initiatives that promote the Stonewall Center and supports the university's goals for addressing discrimination and creating supportive, multicultural campus environments through awareness campaigns, alumni engagement, community connections, and other activities.
- Manage daily operations of the center in the absence of the Director.

Other Functions

- Performs related duties as assigned or required. Understands responsibilities with respect to Title IX, Clery and other compliance requirements.
- Demonstrates capacity, skill, and willingness to engage students and contribute to student success.

- Understands responsibilities with respect to conflicts of interest and behaves in ways consistent both with law and with University policy.
- Contributes toward creating a positive and respectful workplace. Uses access to sensitive and/or not yet public university related information only in the performance of the responsibilities of position and exercises care to prevent unnecessary disclosure to others.

Minimum Qualifications (Knowledge, Skills, Abilities, Education, Experience, Certifications, Licensure)

- Bachelor's degree.
- Three years' experience with providing services/programs for LGBTQIA populations, including an emphasis on students of color.
- Posses a high level of multicultural competency and a contemporary understanding of issues that affect LGBTQIA students in a higher education setting.
- Experience working from an intersectional, healing-centered framework and understand how to provide support to diverse LGBTQIA student populations and effectively and sensitively with students from diverse backgrounds, including low-income, international, first-generation, and immigrant/undocumented students.
- Possess excellent interpersonal, verbal, and non-verbal communication skills,
- Demonstrated ability to work effectively within a team and with individuals and groups who hold a variety of identities, cultures, and backgrounds.
- Demonstrated experience working independently and the ability to build collaborative teams comprised of students, faculty and/or staff members in fast paced and dynamic environments.
- Experience in developing, planning, and implementing programs that speak to the diverse lives of LGBTQIA people.
- Demonstrated computer skills utilizing a typical suite of Microsoft Office, including Teams and social media expertise.
- Sophisticated understanding of self-awareness and power dynamics concepts, and their impacts on building trusting and supportive environments.

Physical Demands/Working Conditions

Typical office environment activity.

Work Schedule

- 37.5 hours per week, Monday-Friday 8:30am-5:00pm.
- Required to work some nights and weekends.

Salary Information

Level 26

PSU Hiring Ranges

Special Instructions to Applicants

Along with the completed application, please upload a cover letter, resume, and contact information for three (3) professional references. Posting will remain open until position is filled.

UMass Amherst is committed to a policy of equal opportunity without regard to race, color, religion, gender, gender identity or expression, age, sexual orientation, national origin, ancestry, disability, military status, or genetic information in employment, admission to and participation in academic programs, activities, and services, and the selection of vendors who provide services or products to the University. To fulfill that policy, UMass Amherst is further committed to a program of affirmative action to eliminate or mitigate artificial barriers and to increase opportunities for the recruitment and advancement of qualified minorities, women, persons with disabilities, and covered veterans. It is the policy of the UMass Amherst to comply with the applicable federal and state statutes, rules, and regulations concerning equal opportunity and affirmative action.

Advertised: Mar 15 2024 Eastern Daylight Time

Applications close: Jun 16 2024 Eastern Daylight Time

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