

Position Information

Job Number	1908848
Recruitment Type	Open
Job Title	Trans Education Specialist
Division	Student Success
Department	Ethnic Resource Centers
Hiring Unit	Lionel Cantú Queer Center
Job Open Date	06-14-2019
Position is open until filled; initial review of application materials will begin on:	08-01-2019
Appointment Type	Career [2]
Start Date	Immediate Opening
End Date	None
Shift Differential	No
Furlough	No
Furlough time period	
Schedule	Full time
Days per week	5
Average hours per day	8
Percent of Time	100%
Fixed or Variable?	Fixed
Average hours per week	40
Days of the week	Mon-Fri
Shift	Days
	The Initial Review Date (IRD) of this position has been extended to August 1, 2019.
Additional Comments	This position requires passing a pre-employment criminal history background check. Selected candidates cannot begin work until passing their background check. Please note: Time required to complete this process may vary and can be lengthy.
Salary Information	Starting Salary Range: \$47,500 - \$50,000/annually. Salary commensurate with qualifications and experience
Benefits Eligibility	This position is eligible for Full benefits.
Classification	Student Life & Devt Specialist 3 [4564]

Personnel Program

Professional Support Staff (PSS)

Salary Grade

19

[EEO/Affirmative Action Statement](#)

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. UC Santa Cruz is committed to excellence through diversity and strives to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all students and employees.

Involves planning, developing, implementing and advising on programs, services, activities and processes for students in their non-academic life at the university, including residential life, public service, student conduct and judicial affairs, identity-based matters, sexual violence, leadership development, student government, student businesses, student organizations, and other student resource center areas.

Under the general supervision of the Cantu Queer Center Director, the Trans Educator serves as the nexus of support for Trans-identified students and the integration of education and awareness for the stakeholders and campus community. Major functional areas of responsibility include coordination of training programs for campus community, bias incident response management, case management, student advocacy, and develop visibility for trans identified people on campus. The Transgender Educator works closely with varying divisions/ units to identify and intervene as early as possible with trans students whose behavior suggests the need for support services. The incumbent is readily accessible to faculty, staff, students and will also support the activities, programs and services associated with the functions of the Resource Centers.

Summary Statement

Resource Centers Overview: The Cantú Queer Center is one of six Resource Centers under Division of Student Success, which includes the African American Resource and Cultural Center, American Indian Resource Center, Asian American/Pacific Islander Resource Center, El Centro: Chicano Latino Resource Center, and Women's Center. The Resource Centers serve as safe and respectful environments that nurture and support interaction among undergraduate and graduate students, faculty, staff and the community at large. The primary goal of Resource Centers is the promotion of awareness and social justice through high quality programming and leadership development, and the creation of an atmosphere where learning is embedded in academic, social, and cultural programming. In addition to programming, Resource Centers and its staff provide a myriad of services including: advocacy for students, referrals to campus and community resources, advising, counseling and crisis support, academic support, and support for retention.

Cantú Queer Center Overview: The Lionel Cantú Gay Lesbian Bi Trans Intersex Resource Center (Cantú Queer Center) exists to provide an open, safe, inclusive, intercultural space, promoting education about all genders and sexualities, and empowering self-exploration of these identities. The Cantú Queer Center supports same-gender-loving students, faculty, staff, and alumni, as well as families, friends, and the entire campus community. The CQC serves as a resource to LGBTQQIA (lesbian, gay, bisexual, trans, queer, questioning, intersex, asexual) students by providing opportunities for leadership and personal development, and by creating programs and services that work to eliminate heterosexism, bi-phobia, and gender-identity oppression. The Cantú Queer Center strives to develop an atmosphere of acceptance and well-being from which the campus community can fulfill the academic mission of the university.

Qualifications / Competencies

Bachelor's degree in related area and / or equivalent experience / training

Thorough knowledge of advising and counseling techniques

Thorough knowledge of Student Affairs / Student Life specialization

Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance

Abilities in project management, problem identification and reasoning skills

Ability to develop original ideas to solve problems

Strong cultural competency skills to be able to engage with individuals from diverse backgrounds

Demonstrated work and knowledge of trans communities, including, but not limited to communities of color, low income, economically disadvantaged

Demonstrated work in Gay, Lesbian, Bisexual, Trans, Intersex, Asexual, Questioning and Queer communities and intersections of Race, Class and Gender

Excellent initiative, resourcefulness, and attention to detail

Demonstrated experience in the following areas: recruitment, retention and academic advising at the college level

Ability to manage/coordinate an office operation including developing procedures, program planning and analysis or qualitative review to determine appropriate actions

Knowledge/understanding of diverse issues in higher education

Excellent interpersonal and communication skills: ability to exercise tact and diplomacy, sensitivity and helpfulness when interacting with students, faculty and staff from diverse cultural or socio-economic backgrounds or handling sensitive issues

Ability to learn policies and procedures from both verbal and written sources

Ability to give and record clear, concise information or directions (written and oral)

Ability to apply and explain office policies and procedures with consistency

Knowledge and experience using standard office computer applications such as Microsoft Office and Adobe Suite

Experience working with college students

Master's degree

Preferred Qualifications / Competencies

Strong knowledge of common University-specific computer application programs and knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences

Knowledge of campus departments, clubs and organizations

Selected candidate will be required to pass a pre-employment criminal history background check.

Special Conditions of Employment

Per the Child Abuse and Neglect Reporting Act (CANRA), this position has been identified as a Mandated Reporter. The selected candidate will be required to report known or suspected child abuse or neglect as defined by CANRA and will be required to sign a Statement Acknowledging Requirement to Report Child Abuse prior to commencing employment. CANRA Penal Codes, and related definitions, requirements, and responsibilities may be obtained here:

https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=PEN&division=&title=1.&part=4.&chapter=2.&article=2.5

Critical position requiring

Yes

background check(s)?

Background check(s) required **Criminal History Review**

If you selected "license, certificate or degree" above, specify the type here:

Does this position require an E-Verify check?

(Note: Certain positions funded by federal contracts or sub-contracts require the selected candidate to pass an [E-Verify](#) check which confirms the individual's eligibility to work in the U.S.)

No, this position does not require an E-Verify Check.

Will the employee be required to participate in the DMV Pull Notice program?

No

For More Information See: resourcecenters.ucsc.edu

Supplemental documents (in addition to application) applicants will be allowed to attach

- Resume
- Cover Letter
- Optional Doc #1
- Optional Doc #2
- Optional Doc #3

Quicklink to Posting (Add https:// to the front of this text to create a functioning web link)

jobs.ucsc.edu/applicants/Central?quickFind=71684

Job Duties

6 Records

% of Time

Title

Duties

30	Education	<p>Educate the campus community on issues that are facing Transgender, Genderqueer and Gender Non-binary students, staff and faculty.</p> <p>Coordinate the development and implementation of trainings to build and expand greater awareness on gender issues including but not limited to the Diversity and Inclusion Certificate Program, CHES, Bias Incident Responses, etc.</p> <p>Promote critical dialogue and develop strategies to promote social and institutional change of campus climate around issues of gender equity and inclusion; communicate with university, student and local press as needed.</p> <p>In collaboration with the Director, Co-Supervise the Peer Education program out of the Cantú Queer Resource Center and develop curriculum that centers trans identities.</p> <p>Responsible for the advocacy, support and mentorship of Transgender, Genderqueer, Gender Non-Binary, and Gender Nonconforming students and groups.</p>
30	Student Advocacy/Support	<p>Advocate with and for gender expansive student inclusion and support with various campus partners and offices.</p> <p>Serve on campus committees at the discretion of the Cantú Queer Center Director and the Resource and Program Directors.</p> <p>Refer students to appropriate campus and community resources, including but not limited to physical and mental health, wellness and legal counsel.</p>
15	Policy Development/Documentation	<p>Advise and consult various campus partners including but not limited to the Health Center, CAPS, Career Center, SOAR, CARE office, the Gender Inclusive Facilities Work Group and others on projects, policies, documentation and best practice strategies for Trans, Genderqueer, Gender Nonconforming and Gender Non-binary students, faculty and staff.</p> <p>Maintain knowledge of current national and international research and best practices around Health care access and treatment, Mental Health, Social/Academic publications,</p>

legal processes.

Prepare, maintain and analyze reports, files and reference materials.

Maintain commitment to recruitment and management efforts that will support the achievement of campus diversity goals, especially pertaining to Queer and Trans students of color, low income and first generation students.

Collaborate with Cantú Queer Center, The Resource Centers and other offices and partners on programs and activities for campus engagement.

Coordinate in bringing in experts in the field of Queer and Trans identities and be a conduit for a network of trans/gender experts to inform/provide specialized trainings.

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|-----------|---------------------------|---|
| 10 | Programming | <p>Develop education and advocacy programs for campus partners to bring awareness and support for Trans, Genderqueer, Gender Nonconforming and Gender Non-binary on and off campus community.</p> <p>Coordinate the attendance of UC System and National educational activities, community building programs and events such as the Trans Asterisk* Conference, Nor Cal T Camp, etc.</p> <p>Serve as lead organizer and campus host for annual NorCal T-Camp experience.</p> <p>Develop, evaluate and implement long-range unit and divisional goals in partnership with the Cantú Queer Center Director and other Resource Center Directors.</p> |
| 10 | Campus Unit Collaboration | <p>Collaborate on various social and educational programs with different communities/offices/departments to inspire awareness and advocacy and address unique barriers/concerns specific to Trans, Genderqueer, Gender Nonconforming and Gender Non-binary students, faculty and staff.</p> |
| 5 | | <p>Other duties as assigned.</p> |

Safety Duties

Safety Duties

All UCSC employees must know and follow job safety procedures, attend required health and safety training, proactively promote safety at work, and promptly report actual and potential accidents and injuries.

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