The Claremont Colleges

Director of Queer Resource Center

Recruitment Profile

September 26, 2017
The Client

The Claremont Colleges are a nationally renowned consortium of five undergraduate and two graduate schools of higher education located in Claremont, California, a city 35 miles east of downtown Los Angeles. Unlike other collegiate consortia, The Claremont College campuses are adjoining and within walking distance of one another. Put together, the campuses cover roughly a square mile.

Known colloquially to students as the 7C’s or the 5C’s, when referring only to the undergraduate institutions, The Claremont Colleges were founded in 1925 when the all-graduate Claremont University College (now Claremont Graduate University) was established in addition to the older all-undergraduate Pomona College. The purpose of the consortium is to provide the specialization, flexibility and personal attention commonly found in a small college, with the resources of a large university. Their compartmentalized collegiate university design was inspired by Oxford University and Cambridge University. With more than 6,500 students, and approximately 3,150 faculty and staff, the colleges offer more than 2,000 courses to students. The Claremont Colleges are a unique consortium that the Fiske Guide to Colleges called "a collection of intellectual resources unmatched in America."

The five undergraduate colleges are:

- Pomona College (founded 1887), a small, coeducational, liberal arts college that offers majors in humanities, social sciences, and natural sciences. Pomona College is the founding member of the Claremont Colleges. It has approximately 1,700 students enrolled as undergraduates.
- Scripps College (founded 1926), a small, liberal arts, women's college, with a current enrollment of nearly 1,039, offers 65 majors in both the sciences and humanities.
- Claremont McKenna College (founded 1946), a 1,300-student coeducational, liberal arts college with majors in the sciences, social sciences, and humanities, with an emphasis in economics and government.
- Harvey Mudd College (founded 1955), with over 800 students, is a coeducational college specializing in the physical and biological sciences, engineering, mathematics, and computer science while integrating substantive coursework in the humanities, social sciences, and the arts.
- Pitzer College (founded 1963), a small, coeducational, liberal arts college offering an alternative curriculum, noted for interdisciplinary studies. It also has a particular emphasis upon social justice and social responsibility. It enrolls 1,062 students.

The two graduate universities are:

- Claremont Graduate University (founded 1925), awards master’s and doctoral degrees in 31 disciplines: arts, humanities, social sciences, behavioral & organizational sciences, management/executive management, psychology, educational studies, religion, mathematical sciences, information systems & technology, community & global health, and botany with an enrollment of just over 2,200 students.
- Keck Graduate Institute of Applied Life Sciences (founded 1997), offers innovative postgraduate degrees and certificates that integrate life and health sciences, business, pharmacy, and genetics. With an entrepreneurial approach and industry connections, KGI provides pathways for students to become leaders in bioscience and healthcare. KGI
has a total enrollment of 560 students and consists of three schools: School of Applied Life Sciences, School of Pharmacy, and the Minerva Schools at KGI.

- In addition The Claremont University Consortium (CUC) provides shared services for the colleges. Originally established in 1925 as part of Claremont University Center, in July 2000, CUC incorporated as a freestanding tax-exempt organization with a chief executive officer and 350 full-time employees.

The **Queer Resource Center (QRC)**, located on the Pomona Campus, serves all sexual orientations and genders, as well as allies among students, faculty and staff on the seven campuses of the **Claremont University Consortium**. The QRC sponsors a variety of events each semester, including social, educational, and political programs, and aims to provide a safe, inclusive space for all at The Claremont Colleges. Pomona College serves as the lead College overseeing the QRC. The QRC has a 2017-18 operating budget of $350,000, two full-time staff, a half-time graduate student worker and 12-15 part-time undergraduate support staff.

### History of the QRC

Queer relationships were either clandestine or isolated until the 1970's when an informal group of students began meeting at the Monsour Counseling Center. The group called themselves the Gay Student Union (GSU). Between 1981 and 1982, the Gay student Union changed its name to the Lesbian & Gay Student Union (LGSU). In 1983, the LGSU wrote and self-published a periodical called "The Lavender Letters." In 1993, the Lesbian, Gay & Bisexual Resource Center (LGBRC) opened in Walker Lounge at Pomona College. In October 1995, it officially changed its name to the Queer Resource Center.

In 2001, the QRC began the Queer, Questioning & Allied Mentor Program (QQAMP) that pairs mentors and mentees to provide support and guidance for its clients. In 2006, the QRC moved to its present location in Walton Commons at Pomona College. In 2010, the Student Deans of the Claremont Colleges agreed to hire a full-time coordinator for the 2010-2011 year. In the spring of 2011, the Presidents' Council of the Claremont Colleges agreed to extend the QRC into a formally funded seven-college Queer Resource Center with funding for two full-time positions.

The QRC is one of several shared student services that are open to all students across The Claremont Colleges, The QRC is structured as “lead college” service, which means that Pomona College oversees the QRC, and that the QRC staff are Pomona College staff. Other shared student life resources are part of The Claremont Colleges/Consortium’s services, each operates as an important resource for all five undergraduate colleges and the two graduate schools, and dedicated to physical, mental and spiritual health, social equity and justice as they apply to student life. Other shared resources include:

**OBSA** – Office of Black Student Affairs -- a cultural center and service unit within the Claremont University Consortium, OBSA is dedicated to providing support, resources and space for students of African descent to feel safe, valued, informed and connected.

**CLSA** – Chicano Latino Student Affairs – provides programs and services that enhance the academic success and personal development of Chicano/Latinx students at the Claremont Colleges.
Asian American Advisory Board -- established in 2003, the Ad Board helps bring together Asian Pacific American students from across the campuses. The Ad Board is hosted by the Asian American Resource Center on Pomona’s campus.

Chaplains – provide programs aimed at improving the spiritual, ethical and social aspects of life at the Claremont Colleges.

Health Education Outreach (HEO)– offers programs and workshops on a variety of health topics.

EmPOWER Center – prevention, advocacy, and support resources related to sexual violence, harassment, dating/domestic violence and stalking. It is located on Scripps’s campus; Scripps serves as the lead college for the EmPOWER Center.

Student Disability Resource Center – the centralized resource center for support for students with disabilities.

International Place (I-Place) – a center for cultural exchange and international educational programming, as well as a resource center for international students and scholars. It is located on Claremont McKenna’s campus; CMC serves as the lead college for I-Place.

Monsour Counseling & Psychological Services (MCAPS).

Student Health Services (SHS). SHS is committed to promoting the physical health and wellness of all students at The Claremont College.

The Position

The Director of the Queer Resource Center reports to the Senior Associate Dean of Students for Pomona College and provides leadership and vision for what the QRC will offer in terms of support resources for students, faculty, and staff of all sexual orientations and genders at the seven Claremont College institutions. This includes educational programming, co-curricular learning opportunities, and other programs. The Director of the QRC works with students to help ensure their personal success; supports QRC student staff in their mentoring roles on campus; and oversees professional, support and student staff, including an assistant director, , a graduate student staff, and undergraduate staff members, as well as oversight for QQAMP (Queer, Questioning, Allied Peer Mentoring Program). The Director also works closely with the staff and leadership of the Student Affairs services at the Claremont University Consortium, as well as with the Deans and their staff at each of the five undergraduate Claremont Colleges and the two graduate institutions to provide expert consultation, and helps ensure coordination and collaboration across the Claremont Colleges.

Specifically, the Director of the Queer Resource Center will be responsible for the following:

Policy & Programs

- Research, identify and implement best practices relative to inclusive excellence and demonstrate an excellent command of contemporary social justice, diversity, equity and inclusion concepts and issues as they pertain to student life.
- Advise student programming.
- Provide informal counseling related to LGBTQ+ issues, including coming out to friends and family and dealing with homophobia, transphobia and more, both external and internal to college life.
- Provide crisis intervention and referrals for students from across the Claremont Colleges as requested by the College vice presidents/deans of students, and as appropriate;
- Counsel students on a one-on-one basis on both academic and personal issues.
Provide expert consultation for LGBTQ+ issues at the Claremont Colleges from prospective students, current students, family members, staff, faculty and community members.

- Take lead role in Queer Faculty and Staff Mentor Programs
- Develop and present training sessions on LGBTQ+ issues for student leaders, staff, and faculty at the Claremont Colleges.
- Direct the annual Lavender Graduation celebration.

Management & Administration

- Hire, train and supervise the Assistant Director, the graduate student advisor who works with the QRC staff, QQAMP Mentors and the Resource Center.
- Facilitate weekly staff meetings/in-service trainings and the biannual staff retreat.
- Develop, manage, and plan the QRC budget; responsible for managing the QRC budget
- Maintain QRC’s website as a seven-college resource of The Claremont Colleges.
- Compile and maintain alumni database; collaborate with alumni to provide opportunities for interactions between alumni and current students.

Coalition Building & Collaboration

- Attend the Pomona College on-call committee meetings, and serve on behavioral intervention teams related to specific students as appropriate;
- Act as a point of contact for off-campus organizations and community members; provide students, faculty and staff with links to local, state, and national queer, allied and related organizations; develop and maintain a network of referral sources.
- Form and strengthen existing alliances with other offices and organizations.
- Facilitate student involvement in off-campus organizations.
- Act as liaison to faculty and administration to improve students’ academic and on-campus experiences.
- Meet regularly with the other student affairs directors of the CUC student services (as organized by the Vice President for Student Services at CUC), as well as set up periodic meetings and communications with the vice presidents for student affairs/student deans of the other Claremont College institutions.
- Other related duties as assigned.

Professional Requirements

Our client is seeking an LGBTQ leader with a minimum of five years’ experience managing a client serving organization of comparable size or larger, ideally in a campus environment. Other profiles might include leaders of community-based organizations serving LGBTQ youth or adults. The successful candidate will have experience with program development, budget management and community and external relations. Building and nurturing coalitions and collaborative initiatives with other community and social justice organizations is important. Experience with new media outreach to constituents through social networking, blogging, e-messaging and e-solicitation is an essential skill set.

A Master's degree in a relevant field or the equivalent work experience, preferably in an academic institution, is strongly preferred.
**Personal Characteristics**

The ideal candidate will be a mature and authentic leader with a strong moral compass and a demonstrated dedication to serving some of the most disenfranchised members of the community, many of whom are coming to terms with their own sexuality and/or gender expression. Excellent listening skills, a sophisticated and empathetic understanding of intersectionality and a genuine passion for social justice and compassion for those in need are required for success.

The Director must be an outstanding communicator and an experienced and effective public speaker, able to communicate and champion the QRC’s mission and programs with sincerity, persuasion and passion. The successful candidate will build productive relationships with students, staff and academic community contacts. Leadership ability and a collaborative management style that values and celebrates teamwork are required. The skills needed to plan, organize and coordinate work to meet deadlines and accommodate changing priorities are essential.

**Compensation**

Pomona College is offering a competitive compensation for this position with a comprehensive benefits package that includes medical, dental, vision, life, long-term disability, short-term disability, FSA, tax deferred retirement investment, life insurance and paid leave.

**Opportunity**

This position is an opportunity to build a robust and successful resource center for the LGBTQ community on the campus of one of the country’s most prestigious liberal arts institutions. Growth in income and responsibility are directly related to the growth and success of the QRC under the Director’s leadership. Moreover this offers a qualified candidate a chance to lead an organization of significant humanitarian and social merit with the potential to have a positive impact on the lives of young and promising students.

**Contact**

To apply, please click on the following link to submit your application: [http://chj.tbe.taleo.net/chj04/ats/careers/requisition.jsp?org=POMONACOLLEGE&cws=1&rid=280](http://chj.tbe.taleo.net/chj04/ats/careers/requisition.jsp?org=POMONACOLLEGE&cws=1&rid=280) and send a résumé and cover letter via e-mail to:

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All inquiries or referrals will be held in strict confidence.

*Please note that your education, dates of employment, compensation and other information provided will be verified prior to employment.*

*McCormack + Kristel works only with equal opportunity employers. People of color, people with disabilities and people of diverse sexual orientations, gender expressions and identities are encouraged to apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*