Title: Director, Women's Center

Essential Function

Under general supervision from a designated administrator, provide programming and advocacy related to women's issues and to promote access and full involvement of women students, faculty and staff in all aspects of the university experience.

Characteristic Duties

- Direct an office that promotes an institutional commitment for understanding and addressing concerns of women on campus.

- Sponsorship of events, which address women's needs and issues, and maintenance of contact with the campus and community to increase awareness of status of women on campus.

- Research and assessment of the status of women students, staff and faculty with regard to programs and services, campus environment, professional and student development, and recruitment and retention.

- Create and nurture a campus environment, which reduces barriers and diminishes prejudice. Monitor campus climate in areas of sexual harassment and sexual violence. Create procedures to institutionalize appropriate policies and present educational programs that work toward a hospitable climate for all women.

- Publicizing of services, events and issues of concern to women and encouragement of support and communication networks of women.

- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with seven (7) years experience; -OR- Associate’s degree with nine (9) years experience; -OR- eleven (11) years experience. Degree must be in Sociology, Psychology, Women’s Studies, Student Personnel or related discipline. Experience must include at least three years supervision.

Last updated: 1-9-07

An affirmative action/equal opportunity institution