UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, Women's Center

DIVISION: President - Community, Equity, and Diversity /Women’s Center

REPORTS TO: Associate Vice President for Community, Equity and Diversity; Dean of Students/Assistant Vice President for Student Affairs

GRADE: 14

SUPERVISES: URI Women’s Center Staff; Assistant Director, Violence Prevention & Advocacy Services; Support Staff

BASIC FUNCTION:
Develop, administer, assess and evaluate programs, services, and activities for the University of Rhode Island Women's Center. Provide leadership in promoting educational access and equity for women. Provide support and services for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee the development of Women’s Center programs and services, including management of residential facility.

Ensure compliance with institutional policies and procedures.

Direct the activities of professional staff. Determine staffing needs. Select, orient, evaluate and supervise support staff. Determine work assignments and work schedules.

Serve as chief spokesperson for Center programs, services, and goals. Serve as liaison between the Center and the University administration. Represent the Center on University committees, advisory groups, and State and national committees.

Keep informed about policies, regulations and laws that affect constituent groups.

Direct the development and preparation of branded information, marketing and promotional materials related to Center programs and services.
Develop and implement effective public relations, including a robust social media presence. Oversee development of annual reports, brochures, events calendars, press releases, public service announcements, and web presence.

Participate in long- and short-range strategic planning, policy development and allocation of resources within the Center.

Provide leadership in promoting educational access and equity for women. Advocate for women.

Work collaboratively with the Multicultural Student Services Center, Gender and Sexuality Center, Gender and Women’s Studies, and other offices and departments to support female identified students, faculty and staff.

Work collaboratively to develop and implement fundraising strategies, including seeking funding to support maintenance and expansion of programs and services.

Develop, implement and oversee the Women’s Center annual budget. Manage fiscal affairs of the Center and residential program. Approve all expenditures and set budget priorities.

Develop grants and contracts. Oversee proposal implementation.

Support and implement Affirmative Action and non-discrimination policies and procedures.

Oversee operations, fiscal management, and facility workforce utilization.

Oversee the Violence Prevention and Advocacy Services Program.

Ensure the successful event coordination of student-initiated, sponsored events and programs.

Serve as an advocate for and provide issue resolution assistance to individual students.

Work evenings and weekends, as needed, to meet the needs of the Center.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other related duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers and word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.
QUALIFICATIONS:

REQUIRED: Master's degree in college student personnel, counseling management, human services, gender and women's studies or related field; Minimum five years of post-master’s experience in a similar program in a college/university setting; Demonstrated supervisory experience; Demonstrated training experience; Demonstrated grant writing experience; Demonstrated fundraising experience; Demonstrated fiscal management experience; Demonstrated experience with the full spectrum of issues faced by women; Demonstrated experience providing support for and services to students; Demonstrated assessment experience; and Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience managing residential facilities; Demonstrated experience managing programs that provide education and advocacy for victims of sexual harassment, assault, stalking and/or partner violence; and, Demonstrated experience developing promotional materials.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.