

Class Code:.....0229
Position#:(PSA).....
Developed by:.....CS
Reviewed by:.....SG
Approved by:.....LK
Date:.....05/06; 10/11

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Women's Center
DIVISION: Community, Equity & Diversity
REPORTS TO: Director, Community, Equity & Diversity/Women's Center
GRADE: 12
SUPERVISES: Housekeeping Chef, computer consultant, librarian,
Clerical staff, graduate and undergraduate students

BASIC FUNCTION:

Develop, administer, evaluate and continuously improve the service and programs of the Women's Center and 13,000 square foot residence for 33 students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Conduct constituency needs assessments, formulate recommendations and implement new programs and services.

Plan, coordinate, supervise and evaluate educational, social and recreational programs and services such as workshops, lectures, films, and performances, which support Women's Center goals.

Recruit, select, train, and supervise housekeeping staff, chef, computer consultant, librarian, clerical staff, graduate and undergraduate students.

Advertise and market Women's Center programming and services, manage public relations and media.

Manage a residential program for women, including collecting and posting payments, setting fees, overseeing room use and contracts, developing and interpreting house policies, and managing the house council.

Facilitate and monitor building repair and maintenance, maintenance of lands and grounds.

Administer the Rose Butler Browne Leadership and Mentoring Program, including teaching the class associated with this program.

Research and develop grant and other supplemental funding sources, write proposals, and execute funded projects.

Respond to personal and facility crises, assess, refer, and coordinate resolution, and work with residents regarding concerns and complaints.

Work with area schools and community agencies to meet Women's Center goals.

Counsel, teach and advise individual students and student groups.

Manage multiple budgets including WIST income and expenses, develop and maintain an asset protection fund.

Plan, and direct the development and implementation of specialized information and referral services.

Develop and maintain culturally competent outreach strategies.

Participate in long range and strategic planning.

Develop inter-departmental programs to promote the missions of the Women's Center and the Division of Community Equity and Diversity.

OTHER DUTIES AND RESPONSIBILITIES:

Develop policies, statistical reports and documents; represent the Office of Student Life on University, Division and other committees and at University events.

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 student personnel, counseling, women's studies, or related human science field; minimum of three years' related professional experience in higher education which includes developing services, educational, and social programs for women. The following are also required: experience supervising professional staff; experience working on women's issues; administrative experience, including budget management, strategic planning, grants and contracts development; experience developing and implementing culturally competent programs and services for diverse cultural populations; proven ability to manage multiple tasks and meet deadlines; proficiency in Microsoft Office applications; demonstrated ability to communicate effectively verbally and in writing, and be able to organize, coordinate, and supervise support staff. Must be able to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others. Must be able to prepare and present detailed studies and reports and to make recommendations concerning the substance of the studies and reports. Must possess strong interpersonal skills and be able to prepare and deliver oral presentations before small, medium and large groups of people.

Preferred: Experience working with college student populations in outreach or educational programming; experience with education and advocacy on issues of violence.

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