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Developed by:.....TD
Reviewed by:.....LK
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Student Life/Women's Center
DIVISION: Student Affairs
REPORTS TO: Dean of Students/Assistant Vice President for Student Affairs
GRADE: 14
SUPERVISES: Assistant Director, URI Women's Center; Assistant Director, Violence Prevention & Advocacy Services; support staff

BASIC FUNCTION:

Develop, administer, 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 independent undergraduate students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan, direct and oversee the development of Women's Center programs and services.

Ensure compliance with institutional policies and procedures.

Direct the activities of professional staff. Determine staffing needs, and select, 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 and advisory groups, and on State and national committees.

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

Direct the development and preparation of informational and promotional materials related to Center programs and services. Develop and implement effective public relations. Oversee development of annual reports, brochures, events calendars, press releases, and public service announcements.

Share facilitation with the Assistant Director of a management team to ensure participation in long- and short-range planning, policy development, and allocation of resources within the Center.

Responsible for providing leadership in promoting educational access and equity for women. Develop and implement liaison and advocacy for women in the University.

Represent the Center on University, State, and national committees and organizations to advocate for women's equity.

Participate on relevant University, local, and regional councils, committees, and task forces. Establish and work with an advisory board made up of women from the University and community.

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

Responsible for grant and contract proposal development, and for overseeing proposal implementation.

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

Oversee operations, including Women in Science and Technology (WIST) Residential Program, fiscal management, and facility workforce utilization. Manage fiscal affairs of the Center; approve all expenditures, and set budget priorities.

Manage the Violence Prevention and Advocacy Services Program.

Coordinate a campus services Web page for independent students, serve as an advocate, and provide problem-solving assistance to individual independent students.

OTHER DUTIES AND RESPONSIBILITIES:

Assist the Dean of Students/Assistant Vice President for Student Affairs in the management of the Office of Student Life and the administration of departmental responsibilities when necessary.

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, or women's studies; a minimum of five years of experience administering a similar program on a college campus, including hiring, supervising, and training professional staff; experience in grant writing,

fundraising, and in public relations; experience managing programs providing education and advocacy for victims of sexual harassment and assault, stalking and partner violence; experience in fiscal management; demonstrated knowledge of and experience with the full spectrum of issues faced by women; ability to work some weekends and evenings.

Preferred: Experience providing support and services for independent students; experience developing promotional materials.

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