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Position # : (NUNC)..(E)...
Developed by:CM, LC
Reviewed by:KC; DLJ
Approved by:LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, Women's Center
DIVISION: Student Affairs (Vice President of Student Affairs)
REPORTS TO: Associate Vice President of Student Affairs and Student Success
GRADE: 14
SUPERVISES: URI Women's Center Staff, Assistant Director, Support Staff, Graduate Assistant

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:

In the area of Leadership and Communication, work collaboratively and non-hierarchically to develop, promote, and regularly revise a forward-facing vision for the URI Women's Center. Inclusively and extensively engage many voices and perspectives across campus in establishing short- and long-range goals and priorities for the Women's Center. Communicate effectively with the URI Women's Center Advisory Committee.

In the area of Management, manage the day-to-day operations of the Women's Center. Provide supervision of professional staff and graduate assistant(s.) Hire, train, and supervise student employees. Hire, train, and supervise interns. Gather data and oversee the assembly and production of an annual report and comprehensive program review. Manage Women's Center website and other forms of social media. Manage Women's Center operating budget and related financial accounts.

In the area of Assessment, Program, and Event Planning, develop and deliver programs that support the intellectual and professional achievement of women students. Promote faculty, staff, alumni, and community involvement through intellectual, social, and cultural programs that focus on gender, gender equity, leadership, and inclusion. Create, implement, and evaluate a diverse and inclusive array of programs and events. Supervise undergraduate and graduate interns and volunteers in implementation of events. Develop ongoing mechanisms for feedback from students, staff, faculty, and alumnae/i/x to inform program development and implementation. Specify learning outcomes in

alignment with divisional assessment standards and regularly conduct assessment using better practices. Participate in monthly program management meetings.

In the area of Advising, Collaboration, and Consultation, work collaboratively with a diverse group of organizations to enable them to be effective, heard, and visible in accomplishing their missions. Represent women's views in appropriate arenas and provide continuous feedback between women and the Vice President of Student Affairs and Associate Vice President of Student Affairs and Student Success. Implement, in collaboration with campus partners, policies directly connected to the women of color and trans and nonbinary identities, as well as those directly related to gender and equity. Co-create and facilitate campus wide programming across student organizations, departments, and collaborators.

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 higher education administration, student affairs, counseling, women's/gender studies or a related field; Minimum of five years of experience in a higher education setting; Demonstrated experience managing women's and gender programs and services; Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience with learning outcomes based assessment; Demonstrated ability to work collaboratively with a variety of constituents; Demonstrated knowledge of contemporary women's issues and needs (including the influence and differences among women with regard to race, ethnicity, disability, country of origin, age, sexual orientation, and class); Demonstrated experience in higher education assessing students' needs; Demonstrated ability to gather and use information to plan and implement programs; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Doctorate degree or equivalent terminal degree appropriate to the candidate's discipline; Demonstrated interdisciplinary scholarly background in the study of gender/ethnicity/race and class; and, Demonstrated experience in working with women from diverse backgrounds, particularly college students, to help them advance and solve gender-related issues.

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