Job Title: Director of the Women's Center

Department: Academic Affairs

Supervisor or Manager: Provost/Vice President for Academic Affairs

Date Created: 04/6/06 Last Revised: 04/6/06 FLSA Status: E

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

- Overall leadership, program development and management of the Women’s Center is accomplished

Essential Duties and Responsibilities:

- Promotes awareness of women’s and gender equity issues by educating students, staff and faculty
- Supports individuals by providing them with resources and referrals
- Carries out and oversees the daily operations of the Women’s Center
- Ensures the mission of the Women’s Center is fulfilled
- Provides a visible, safe and inclusive community meeting space devoted to women and women's/gender equity issues
- Collaborates with various campus and community organizations to carry out a variety of educational and social programs on women’s and gender equity issues
- Works closely with campus partners to provide quality information, resources and referrals
- Supports and nurtures women leaders on campus
- Provides and empowers women with a network and support system
- Values and celebrates women's achievements

Administrative and supervisory duties:

- Provides an organizational structure to effectively accomplish the Center’s goals and objectives
- Fulfills administrative responsibilities for the Center, including management of the annual programming budget, making necessary purchases and account reconciliation, submitting invoices and ensuring that all fees are paid, establishing the staff schedule and submitting timesheets for student staff as well as completing all other related administrative duties
- Supervises 12-15 student staff members
- Conducts staff and Advisory Committee meetings and manages internal information flow

Programming duties and student support:

- Plans, develops and coordinates the implementation and administration of multiple, small and campus-wide, social, educational and support programs
- Advises and supervises volunteers, plans and coordinates student staff and volunteer training
- Provides opportunities for and supports student-initiated efforts on issues pertinent to the Women’s Center mission
- Responds to program and service requests and ideas from students, student groups, other campus organizations, as well as members of the Advisory Committee
- Develops and fosters collaborative partnerships with campus constituents, including students, student groups, various campus programs, organizations and departments
- Collaborates with community partners on relevant programming
- Serves as an advocate for students and provides support to individual students on personal, social and academic-related matters as needed
- Makes appropriate referrals as needed
- Responds to general requests for information and referrals
- Serves as a liaison to the office of Student Life, Student Health Services and the Student Resource Center to support individual students
- Conducts educational programs and training sessions in collaboration with Student Life
- Represents the College on two state boards related to women in higher education
Perform miscellaneous job-related duties as assigned.

**Secondary Responsibilities:**
- Supervises interns on occasion
- Plans and implements programs in collaboration with the coordinator of the Gender/Women’s Studies program
- Collaborates with the Women’s Caucus to plan and implement meetings and programs, on occasion

**Positions supervised:**
- Program assistants: 12-15 work-study students

**Major Contacts:**
- Students
- Student leaders and heads of student clubs
- RAs, RDs, and Ads
- Associate Director of Campus Ministry
- Director and staff of Student Health Services
- Co-Directors of the Student Resource Center
- Director of Center for Peace and Justice
- Director of Student Activities
- Director of Multicultural Student Affairs
- Special Assistant for International Student Services
- Department and program heads
- Faculty and staff
- Chair of Gender/Women’s Studies Program
- Chair of Women’s Caucus
- Boards of the American Association of University Women (Burlington branch and state board)
- Vermont Women in Higher Education
- Various directors and program staff of community organizations
- Directors of women’s centers at other area colleges and universities

**Demonstrates Excellence:**
- Is student-centered and serves students in areas related to their academic, social, personal and spiritual development
- Understands women’s and gender-related issues and possesses a commitment to promoting gender equity
- Inspires an environment of inclusiveness, understanding and respect for difference and diversity
- Fosters effective and positive working relationships with multiple partners across departments and programs, in order to provide quality programs for students, staff, and faculty
- Works in conjunction with an advisory committee to establish a vision and direction for the center, and meet all goals and objectives
- Plans and implements a wide variety of educational and social programs
- Works effectively with students to nurture a spirit of community service and engagement
- Responds to multiple, and sometimes conflicting demands
- Prioritizes and manages multiple tasks in an efficient and timely manner

**Education and Work Experience:**
- Bachelor’s Degree
- Demonstrated commitment to and knowledge of a range of women’s, gender and diversity related programs and issues
- Familiarity with student development and student services/programs

**Analytic Skills:**
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

**Language and Literacy Skills:**
- Prepares and delivers written and spoken information to small and large groups. Effectively manages meetings. Often in speaking, represents the institution to the audience. Communicates regularly and effectively with a wide range of groups.
Saint Michael's College
Job Description
Job Title: Director of Women's Center

**Computer/Technology Skills:**

<table>
<thead>
<tr>
<th>Software</th>
<th>Knowledge Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Word</td>
<td>None</td>
</tr>
<tr>
<td>Microsoft Excel</td>
<td>X working knowledge</td>
</tr>
<tr>
<td>Microsoft Publisher</td>
<td>X working knowledge</td>
</tr>
<tr>
<td>Microsoft Powerpoint</td>
<td>X working knowledge</td>
</tr>
<tr>
<td>Microsoft Outlook</td>
<td>X working knowledge</td>
</tr>
<tr>
<td>Adobe Photoshop</td>
<td>X working knowledge</td>
</tr>
<tr>
<td>Adobe Acrobat</td>
<td>X working knowledge</td>
</tr>
<tr>
<td>Quark</td>
<td>X None</td>
</tr>
<tr>
<td>Datatel</td>
<td>X None</td>
</tr>
<tr>
<td>Internet Research</td>
<td>X None</td>
</tr>
</tbody>
</table>

**Physical Demands:**
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Director of the Women’s Center, occasionally the employee is required to lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**
- Ability to supervise, motivate and train student staff
- Capacity to use a collaborative approach in working with campus constituents
- Strong interpersonal and organizational skills

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.