



**Amherst College  
Office of Human Resources**

**JOB DESCRIPTION**

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Title: Director, Women's and Gender Center

Department: Office of Student Affairs, Resource Centers Team

Reports to title: Associate Dean of Students for Diversity & Inclusion

Full Time: X Part Time: \_\_\_\_\_ Date Prepared: 11/4/2020

Job group and Level: PT-3 Regular Daily Work Schedule: 8:30 to 5:00

Pay Type: Weekly \_\_\_\_\_ Monthly X Months Per Year: 12 Hours Per Week: 40

(Summer Months) Months Per Year: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

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1. Summary of Position:

The Director works primarily to support women students at Amherst College, while also serving as a resource for the entire campus community on topics related to gender, gender identity and gender equity. Reporting to the Associate Dean of Students for Diversity & Inclusion, the Director oversees staffing, day-to-day operations, and programming of the Women's and Gender Center and supports the overall mission of the Resource Centers Team and Student Affairs Division. The Center serves as an important resource to the campus community in building and supporting gender-focused initiatives and student engagement. The Director works in collaboration with the Multicultural Resource Center, Queer Resource Center, Center for Diversity & Student Leadership, Center for International Student Engagement, among other campus partners through educational, social, and cultural programming that centers and affirms women, femmes, transgender and nonbinary identities, and the work of gender equity on campus. In addition, the Director serves as a programming and advising resource for gender-based student organizations.

The Director takes appropriate actions to support a diverse workforce and participates in College's efforts to create a respectful, inclusive, and welcoming work environment.

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2. Principal Duties and Responsibilities:

## Management and Operational (50%):

- Management of the day-to-day operations of the Women's and Gender Center
- Serve as a core member of the Resource Centers Leadership Team
- Provide functional supervision of the Administrative Assistant for the Resource Centers
- Engage in strategic planning and assessment of the Center
- Gather data and prepare annual reports
- Budget planning and monitoring of expenditures
- Consistently evaluate operational efficiencies and opportunities to streamline processes
- Evaluate resource allocations and make recommendations for necessary systems of support
- Manage Center website and other forms of social media
- Supervise team of 6-10 student staff
  - Recruit, hire, onboard and train student staff
  - Guide student staff through development of programs
  - Manage student staff professional development
  - Manage student staff scheduling
  - Manage student staff hiring
  - Manage summer intern selection

## Leadership and Student Support (45%):

- Program Development, Facilitation and Evaluation
  - Develop academic and co-curricular educational programming, as a Center and in partnership with other campus organizations, to build community, provide education, and create skills-building opportunities to synthesize social, academic, personal, political, and career development-related learning and maximize the Amherst experience
  - Generate assessment protocols to evaluate social and resource-based programs
  - Create and facilitate campus programs, workshops, and trainings that support the mission of the WGC
  - Create plan for ongoing engagement of women, femmes, nonbinary and trans students
  - Promote faculty, staff, alumni, and community involvement through intellectual, social, and cultural programs that focus on gender, gender equity, and inclusion
  - Serve on various committees across the College (including but not limited to the Sexual Respect Task Force, Title IX Review Committee, Care Team, etc.)
  - Collaborate at the divisional and institutional level to develop and create programming, workshops, trainings, and other opportunities related to infusing and expanding intersectional and interdisciplinary commitments to inclusive excellence.
  - As a member of the Resource Centers Team work to co-create, develop, and implement programs, resources, and services that highlight the intersections of identity and community
  - Co-develop the Resource Center's Social Justice Leadership program for first-year orientation
  - Implement, in collaboration with campus partners, policies directly connected to women and trans and nonbinary identities, as well as those directly related to gender and equity.
- Student Support
  - Meet with and counsel students through challenges
  - Work collaboratively with Case Management to create systems of support for students in crisis
  - Provide leadership and organizational development education to student organizations engaged in work related to the mission of the WGC
  - Assist in the promotion and integration of engagement, mentorship, and leadership programs in collaboration with campus partners
    - Co-lead the Trans Peer Mentorship Program with the QRC Director
- Marketing and Communications
  - Maintain and add to website to include more dynamic and all-encompassing resources for the community
  - Manage creation of promotional materials

- Maintain audience and social media accounts
- Engage in communications to further anchor global realities across the College

Performs other duties/functions as requested (5%)

- The Director takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment. Flexibility to work occasional nights and weekends is required.

3. Internal-External Interaction/Communication:

- The Director frequently interacts/communicates with members of the OSA's administrative team, directors of offices reporting to the Associate Dean(s), Dean of Students, and Chief Student Affairs Officer. The Director also conducts complex operational interactions/communications including analyzing, developing, negotiating, and problem solving inside and outside the College.

4. Education: (include certifications and licenses)

- Required: Master's degree or foreign equivalent
- Preferred: Master's degree in women's and gender studies, sociology, higher education, social justice education, or a social science field of relevance to gender, gender identity, equity, etc.

5. Experience: (List specific skills necessary to perform this job) Required:

- Minimum of 4-5 years related experience.
- Excellent written and verbal communication, presentation, interpersonal, time management, and organizational skills.
- Commitment to a student-centered approach and building relationships with historically and presently marginalized students.
- Experience facilitating diversity trainings and workshop presentations.
- Able to work a flexible schedule including evenings and weekends as needed.
- knowledge of issues and topics affecting women on college campuses and experience in addressing those issues
- knowledge of issues and topics related to gender and gender identity, masculinity, femininity, and trans and nonbinary identities on college campuses and experience addressing those issues
- Experience in developing, leading and administering programs focused on gender and gender equity, intersectionality, and gender-related needs of all students
- Commitment to a student-centered approach and building relationships with students of all genders

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

Visual – normal concentration; repetitive motions including hands, wrists and fingers; lift, carry, push and pull up to 10 lbs.

7. Decision Making:

Determines how to carry out job responsibilities; makes operational decisions following established guidelines/procedures/policies; participates in a collaborative approach making recommendations to management to establish guidelines/procedures/policies.

8. Supervision Exercised/Received:

- Minimal supervision received by supervisor
- Supervisory Responsibility: Yes, X No \_\_\_\_\_
  - Number of Employees Supervised: 6-10 student employees

