
Auburn University Job Description

| | | | |
|--------------|------------------------------|-------------|---------------------|
| Job Title: | Coord, Women's Center | Job Family: | No Family |
| Job Code: | AE89 | Grade 34: | \$45,100 - \$75,100 |
| FLSA status: | Exempt | | |

Job Summary

Reporting to the Assistant Provost for Women's Initiatives, develops collaborative efforts to support the Auburn University campus climate for women and others who are frequently marginalized based on their gender identity. Coordinates, plans, and implements the programming of the Women's Center and is responsible for tracking programming effectiveness.

Essential Functions

1. Coordinates, plans, and implements programming efforts to support women undergraduate and graduate students in professional and personal development.
2. Assists the Assistant Provost in developing and coordinating initiatives that support the professional development of women staff, administrative professionals, and faculty.
3. Leads collaborative efforts to raise awareness around critical issues that disproportionately affect women and individuals who do not identify on the binary which may include, but is not limited to, awareness activities, awareness months, advocacy efforts around social issues affecting women, and communications about campus-wide programming that is relevant for the Women's Center.
4. Compiles data and prepares reports on programming effectiveness and benchmarking data of other doctoral institutions in relation to gender equity initiatives.
5. Serves as a liaison to other departments, offices, colleges, schools, professional organizations, and private industries.
6. May serve as an advisor for minority programs and/or initiatives or engage in student instruction related to gender issues as appropriate.
7. May engage in support group activities that fit within the scope of work for mental health professionals if the proper credentials are possessed.
8. May solicit, generate, and coordinate funding by writing grant proposals and reports, tracking contributions, and pursuing alternative funding sources for programs, scholarships, and fellowships.
9. May perform other duties as assigned by the Assistant Provost for Women's Initiatives.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Minimum Required Education and Experience

| | <u>Minimum</u> | <u>Focus of Education/Experience</u> |
|--------------------------|-----------------|---|
| Education | Master's Degree | Master's degree in Psychology, Education, Gender & Women's Studies, Social Work, Cultural Studies, or related field required. Doctoral degree preferred. |
| Experience (yrs.) | 4 | Experience working in higher education which includes leading programming and/or outreach initiatives related to gender issues, advocacy to create diverse and inclusive spaces, provision of mental health services, instruction in women's studies or related areas, provision of programming within student affairs efforts, or similar. |

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Excellent interpersonal and communication skills, both written and verbal.

Certification or Licensure Requirements

Licensed Mental Health Counselor, Licensed Social Worker, Licensed Behavior Analyst, Licensed Psychologist, or similar licenses preferred.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands,

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Date: 9/27/2018
