Position Title: Director Grade: 63  
Division: 200  
Department: Women's Resource Center Revised:

Position #: 200-10-001 CUP A Code: 999.99 FLSA Status: Exempt Full Time ( x )  
Part Time ( )

I. SUMMARY OF POSITION

Working with the Women's Studies Committee, the director will identify and secure comprehensive resources to foster a supportive atmosphere for women at Loyola, including program and staff development and the support of scholarship, teaching, service, and community involvement.

Will plan and implement programs and activities for the Women's Resource Center, and in collaboration with the Women's Studies Committee will work to enhance and support the Women's Studies Minor.

Will work with the Women's Studies Committee in developing courses for the Women's Studies Program, conduct and/or supervise research activities, internships, and practica, and interact with other women's groups on campus and in the community.

Will submit annual goals, objectives and evaluation criteria to the Office of Academic Affairs and will assist in the development and maintenance of an annual plan to support the academic mission and retention initiatives of the university.

II. ORGANIZATIONAL RELATIONSHIPS

Responsible to: Associate Provost for Academic Affairs

Assignments received from: Self initiated and working in collaboration with the Women's Studies Committee, and the Associate Provost for Academic Affairs.

Interacts with: Women's Studies Committee, women's studies students, vice presidents, college deans, directors, faculty, staff, the university student body, alumni, and the community at large.

Nature of supervision received: Works independently with guidance from the Associate Provost for Academic Affairs and in collaboration with the Women's Studies Committee.

Nature of supervision given and individual(s) or groups supervised: Coordinates activities of administrative assistant, interns, work-study students, and graduate
student assistants.

III. DUTIES AND RESPONSIBILITIES

A. Essential Functions

- Develops, coordinates, and evaluates the activities of the Women's Resource Center, particularly those that foster the support, development, and retention of women students, faculty, and staff at Loyola, including the planning of speakers, events, and programs sponsored by the Women's Center, the Women's Studies Program, and the Women's Issues Organization.
- Helps to develop seminars and a capstone course in the Women Studies minor, supervise internships and practica, and co-ordinate activities that strengthen the academic program.
- Identifies areas of need for women in cooperation with various other university units, such as the dean's and departmental offices of the various colleges, and the various offices of the Divisions of Academic Affairs, Student Affairs, Institutional Advancement, and Business and Finance; and develops appropriate activities to meet those needs.
- Works with the Division of Institutional Advancement to develop and pursue appropriate funding sources, and work with external groups, such as the Friends of the Women's Center, to engage alumni and community representatives in the work of the center.
- Works with the Office of Public Affairs and the Office of Marketing and Publications to promote and market speakers and events both on and off campus.
- Sponsors internships, practica, and local chapters of national and international organizations that support women's professional and academic career opportunities.
- Prepares grant proposals to support various academic and co-curricular activities of the Center and the Women's Studies Program.
- Assumes other duties and responsibilities deemed necessary by the Associate Provost for Academic Affairs.

B. Additional Responsibilities:

- Supervises administrative assistant, interns, and work-study students.
- Manages the Women's Resource Center office and activities including events coordination, budget management, and maintenance of database, files, library, archives, and an internet presence.
- Assesses needs and evaluates the activities of the center.
- Serves as a spokesperson for the Center and women's issues.
- Establishes and maintains membership in professional organizations related to women's centers and women's studies programs.
- Actively participates (e.g., scholarly presentations) in professional organizations related to women's issues.

IV. QUALIFICATIONS
A. **Required Education, Experience, Skills and Abilities**
   - Ph.D. preferred.
   - Demonstrated interest in women's issues and scholarship.
   - Skills or experience in program development and assessment.
   - Administrative and events coordination skills or experience.
   - Knowledge of funding development and public relations.
   - Teaching experience.

B. **Additional Desirable Qualifications**
   - Highly effective in written and oral communications
   - Computer literacy
   - Grant-writing experience
   - Demonstrated organizational skills

C. **PHYSICAL REQUIREMENTS:**
   - Physical ability to complete above duties with or without physical accommodations.