

Caltech Women's Center
California Institute of Technology
Assistant Director of the Women's Center

General Statement:

The mission of the Caltech Women's Center is to work for the advancement of all women at Caltech. We do this by providing women and men opportunities, programs, and services that address gender issues and promote equity, safety, and success.

The Assistant Director will work closely with the Director in establishing, coordinating, and evaluating services, outreach, and programs designed to meet the needs of undergraduate and graduate students, postdoctoral scholars, faculty and staff. Responsibilities will include:

- Assist in providing information, advocacy, referral and other direct services to Women's Center clientele.
- Assist in coordinating and implementing Women's Center programs--including mentoring and leadership initiatives, educational outreach events, and other programs as they arise.
- Assume primary responsibility for Women's History Month, workshop series, and other "theme week" events.
- Produce monthly newsletter, contribute to weekly email calendar, and assist in the development and editing of other office publications.
- Provide leadership and advising to the Women's Center Student Programming Board and support to student clubs, including the Society of Women Engineers (SWE) and Women in Engineering, Science and Technology (WEST) club.
- Facilitate educational programs on issues relating to women and gender, as appropriate and in accordance with experience.
- Maintain Women's Center website in coordination with Administrative Assistant.
- Work to develop and implement on and off campus outreach and marketing efforts.
- Participate in the design and implementation of short and long-term strategic planning.
- Participate in Student Affairs and other campus-wide projects and committees as assigned.
- Assume responsibility for the office in absence of the Director.
- Perform other duties as assigned.

Qualifications:

- A Master's Degree in Student Affairs, Women's Studies or related field and a minimum of 2 years related experience working with women on a college campus, or an equivalent combination of education and experience required.
- Ability to understand and articulate gender-related needs and concerns from a perspective that includes the intersections of gender, race, ethnicity, sexual orientation and other significant aspects of individual and cultural identity.
- Knowledge of women's issues in higher education and issues facing women in science and engineering.
- Demonstrated success in designing, implementing, and presenting educational programs.
- Excellent oral and written communication and problem solving skills.
- Ability to work successfully with a variety of constituencies and offices with varied needs, missions, goals, and objectives.
- Web design and desktop publishing skills desirable.

WOMEN CENTER ASSOCIATE DIRECTOR

JOB SUMMARY:

Under the general direction of the Director, assists in all aspects of the Women's Center which promotes awareness and understanding of all women's issues and provides assistance to women in achieving their professional, educational and personal goals.

CHARACTERISTICS, DUTIES, AND RESPONSIBILITIES:

1. Plans, coordinates, and provides direct supervision of educational, social and recreational programs and events such as lecturers, discussion groups, workshops, concerts, films conferences and special events.
2. Promote the center's services and programs; collaborates with University relations in these efforts as well as oversees the staff in the center responsible for specific marketing activity.
3. Develops and conducts training programs and other educational activities for administrators, faculty, staff and students designed to cultivate gender equity within the University and community at large.
4. Conducts constituency needs assessments, formulates recommendations and implements new programs and services (crisis intervention, advocacy services, etc.)
5. Manages day-to-day fiscal affairs of the center; approves all daily expenditures; assists in setting budget priorities and recommendations.
6. Recruits, hires, trains, and supervises the Administrative Assistant and student staff composed of volunteers, interns, grad students and undergraduate students, student labor, and work study students.
7. Develops and maintains a referral service designed as a clearinghouse of information regarding medical, legal, mental health, childcare, and other services.
8. Coordinates the various constituent interest groups and assists groups in establishing programs, policies and other activities.
9. Assists in analysis of University and State policies, procedures, goals and objectives as the impact on gender equity.

10. Assesses the technological needs of the center and purchases necessary hardware and software to meet those needs.
11. Collaborates with Director to hire Professional consultants for special projects and research.
12. Represent the center in university, state, and national committees and organizations to advocate for women's equity.
13. Maintains an in-house library and resource center, with responsibility for operating procedures, collection, evaluation, and purchases
14. Assumes responsibility for Center in absence of Director.
15. Performs related duties as required.

MINIMUM ACCEPTABLE QUALIFICATIONS:

1. Master's degree in related area and 1-2 years of related experience; or Bachelor's degree in related area and 4-5 years experience, which includes administrative and program planning within a women's organization or university setting.
2. Demonstrated knowledge of and experience in working with women's issues.
3. Excellent communication, organizational and teaching/training skills.
4. Ability to conduct survey research.
5. Familiarity with State and Federal laws and policies as they impact women's issues.
6. Willingness to work irregular and flexible hours.