

Caltech Women's Center
California Institute of Technology
Director Position Description

Will be responsible for developing and sustaining an environment conducive for the professional, intellectual, and scientific achievement of excellence at Caltech for all women - undergraduate and graduate students as well as faculty, postdoctoral scholars and staff. Will also be devising programs and other strategies to address the needs of women at Caltech. Will establish connections with various campus organizations as well as work independently to provide workshops, seminars and educational programs for the Caltech community. Will be available to assist with ad hoc crisis management. Duties include: providing assistance and services for women; participating as an active leader on campus; working with all campus organization and academic units to coordinate programs and advance the status of women on campus; advocating for women on campus; implementing educational and professional programming; administrating the daily activities of the Center; and working as a catalyst for change.

Direct Service

- Counsel, advise, and support students, staff, scholars, and faculty regarding personal, academic, and programmatic concerns.
- Assume planning responsibilities for all office programs and services, designed to meet needs and interests of varied communities
- Assist students with scholarship, grant and other research applications.
- Communicate and work with relevant community organizations and services

Administrative

- Oversee management of the Women's Center (materials library, website, outreach material, etc.)
- Select, train, supervise, and evaluate staff
- Maintain annual budget, expenditures and budget requests.
- Participate in divisional and campus-wide committees (standing and ah-hoc), projects, etc.

Support within Student Affairs

- Facilitate training experiences for student and staff groups on a variety of topics related to gender
- Assist in general activities of the Division, ie: student recruitment and retention activities, major events, retreats, etc
- Initiate and collaborate on projects throughout the division
- Participate as a search and interview member for personnel searches as requested.

Support for Academic Departments

- Consult with faculty members as requested on student matters
- Develop and implement mentoring programs
- Support visiting women scientists

Women's Center Director

JOB SUMMARY:

Under administrative review of designated University official, plans, organizes and administers programs designed to provide awareness and understanding of constituent issues, social support for student constituents and assistance in achieving their professional, educational and personal goals.

CHARACTERISTICS DUTIES AND RESPONSIBILITIES:

1. Directs the activities of professional staff; determines staffing needs; selects, evaluates and supervises staff; determines work assignments and work schedules.
2. Serves as chief spokesperson for Women's Center programs, services and goals; serves as liaison between the Women's Center and the University administrative; represents the Women's Center on University committees and advisory groups, State and national committees and to the public in matters pertaining to constituent issues.
3. Keeps informed about policies, regulations and laws that affect constituent group.
4. May take a leadership role in standing university committees.
5. Is responsible for the administration of the Women's Center, including maintenance of facilities, files, records, budget, correspondence and reports.
6. Develops social support programs for the Women's Center's student clientele.
7. Develops educational outreach and training programs to promote understanding and wider participation and to educate the University Community and the public regarding constituent issues and goals.
8. Serves as advocate for and provides assistance and information to client group on a wide variety of concerns including available services within the University community and outside community.
9. Manages the fiscal affairs of the department, including budget development and priorities; exercises direct fiscal control over approved budget.
10. Develops and implements Women's Center policies, procedures, programs, and services which are consistent with University and Women's Center Annual Plan of Action.

11. Assesses client needs as an aid in program planning and evaluates effectiveness of existing programs and Women's Center policies; identifies areas for improvement and new programs; institutes changes or makes recommendation for major changes.
12. Assists and trains constituent groups in the organization and planning of educational and social action activities.
13. Directs the development and preparation of informational and promotional materials related to Women's Center programs and services.
14. Develops and implements fund-raising strategies.
15. Plans and carries out special issues study programs, with the appropriate review of the Vice President/Vice Chancellor.
16. Performs related duties as required.

MINIMUM ACCEPTABLE QUALIFICATIONS:

1. Master's degree in appropriate field or equivalent combination of education and experience.
2. Minimum of two years related experience, including experience in administration and program planning for constituent organizations.
3. Excellent leadership and public relations skills.
4. In-depth knowledge of issues related to constituency to be served.
5. Excellent administrative and organizational skills.
6. Ability to develop, evaluate and promote programs related to constituent group, and to develop and conduct studies of constituent issues.
7. Knowledge of effective fund-raising strategies.