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## Auburn University Job Description

Job Title:	<b>Dir,Women's Init&amp;Gender Equity</b>	Job Family:	No Family
Job Code:	<b>AA99</b>	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

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### Job Summary

The Director of Women's Initiatives and Gender Equity (WIGE) serves the Office of Inclusion and Diversity and campus as a leader and is responsible for shaping a strategic vision for the work of women's initiatives and gender equity at Auburn University.

### Essential Functions

1. Manages a comprehensive portfolio designed to advance issues impacting individuals who identify as women and promote gender equity across the campus community.
2. Supervises and manages the WIGE staff responsible for developing and implementing essential programs within the WIGE portfolio including, but not limited to, the Women in Science and Engineering Institute and the Women's Resource Center.
3. Develops educational and learning opportunities designed to engage students across campus and deepen understanding of women's issues and gender equity.
4. Researches models for advancing gender equity at public, research-one institutions.
5. Provides a range of support and advocacy for women and those who seek to support women, including formal and informal coaching and mentoring.
6. Cultivates curricular and co-curricular connections and strategic alignment with academic departments, including the Women's Studies Program, Women's Leadership Institute and 100+ Women strong.
7. Oversees a range of educational programming and engagement opportunities for students, faculty, and staff that support women and promote gender equity.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*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.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	No specific discipline.
<b>Experience (yrs.)</b>	7	Experience in advancing gender equity and issues impacting women in a complex organization. Experience researching, designing, and or/administering institutional gender equity programs. At least 2 years' experience supervising or mentoring full-time employees.

#### **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**

Knowledge of fundamental practices and procedures of inclusion and diversity programs specifically gender equity and women's studies.

#### **Certification or Licensure Requirements**

None required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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

Job occasionally requires standing, walking, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/8/2019

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