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## Auburn University Job Description

Job Title: **Dir, Women's Resource Center**

Job Family: No Family

Job Code: **EA61\***

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

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### Job Summary

Directs the daily operation and programming of the Women's Resource Center.

### Essential Functions

1. Designs and implements programs for women which engage students, faculty, staff, and community members both socially and academically.
2. Promotes faculty, staff, and community involvement through intellectual and social programs.
3. Monitors and oversees department budget to include reviewing and approving vouchers, and acquisitions.
4. Identifies resources for funding current programs and developing new ones through internal and external funding agencies or departments.
5. Evaluates the Women's Resource Center programs and initiatives by collecting and analyzing data as well as prepares quarterly and annual reports based on findings.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*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>	Masters Degree	Degree in Women's Studies, Management, Education, Educational Administration, Counseling or related field.
<b>Experience (yrs.)</b>	7	Experience in project and/or program administration/coordination in areas related to women's studies, diversity and/or multicultural affairs

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

Knowledge of higher educational policies and procedures. Ability to coordinate meetings and events considering complex scheduling issues.

#### 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.

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, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

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

Date: 12/15/2011

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