****

**Unclassified Professional Staff Position Description**

|  |  |  |  |
| --- | --- | --- | --- |
|  | InitialDate: | X | RevisedDate: 10/26/2020 |

Purpose of the Position Description

1. To record the essential functions of the position
2. To record special requirements
3. To record required knowledge and skills to perform the duties of the position
4. To record special working conditions
5. To aid in recruitment and selection
6. To establish Management’s expectations
7. To provide a base for managing performance

Position Status

Incumbent’s Name: Vacant

Position Title: Director

Position Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Division: Abby’s House, Center for Equity and Gender Justice,

Division of Student Affairs

Type of Appointment: 12 mo. x 9 mo. Other

Contract Period: July 1, 2020- June 30th, 2021

Supervisor: Malissa Larson, Assistant Vice President for Student Affairs

Program Information

1. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University’s mission.

Abby’s House is one of sixteen units within the division of Student Affairs dedicated to support the academic mission of the university. The division of Student Affairs fosters students’ academic, personal and professional growth; educates students to respect and appreciate diversity; and prepares students to be responsible and engaged citizens in a global community. In support of the University Diversity Statement, the division of Student Affairs believes that we have an obligation to create an inclusive environment that embraces social justice and acknowledges diversity as more than the presence of human difference(s). As a campus, we must establish our community as one which empowers students, faculty and staff. An inclusive environment is one in which each individual feels that they matter to the community (as a whole). Social justice is an ongoing and collaborative process which addresses the multiple levels of inequality in our society.

Abby' s House is the campus resource and referral center at Western Oregon University (WOU). The mission of Abby's House is to provide the WOU community with educational programming, information, and referral services designed to promote equity and non­ violence. We embrace a feminist model that empowers all people to actively stand against all forms of violence, harassment, verbal abuse, discrimination, and hatred. We strive for social equality for all - including a community free of oppression, violence, and inequality. While Abby's House is rooted in the Women's Center tradition, we serve all students regardless of gender identity.

1. Describe the purpose of this position and how it functions within this program.

Abby's House professional staff includes two positions: the Director and the Bilingual Advocate Outreach Coordinator. In addition, Abby’s House also has a student staff of approximately 12 Peer Advocates who staff the front desk, plan and execute programming for Abby’s House, and are trained to assist their peers. Peer Advocates work 5 hours per week.

The Director of Abby's House oversees Abby's House, Center for Equity and Gender Justice including but not limited to: daily operations and fiscal management of the center, supervising professional staff, co-advising Peer Advocates, providing referral services to students in crisis, providing confidential advocacy services for survivors of sexual and relationship violence, overseeing educational programming by the center, and coordinating outreach and communication. The Director will also maintain collaborative relationships with community and campus partners, including, but not limited to: Student Health and Counseling Center, Student Success and Advising, Office of Conduct and Community Standards, Campus Public Safety, County SART meetings, and Oregon Sexual Assault Task Force quarterly meetings.

Position Information and Qualifications

1. Description of Duties/Responsibilities:

List **major** duties assigned to the position. Note the percentage of time each listed duty is performed. Place an asterisk (\*) by each duty that represents an essential function.

Percent of Time Duties

|  |  |  |
| --- | --- | --- |
|  | **\*EF** |  |
| **Center Administration (45%)** |
|  | \* | * Supervise and mentor Professional Staff, including weekly meetings and yearly evaluations.
* Oversee (in coordination with professional staff) student staff and volunteers (including student employees, work-study students, interns and

practicum students) |
|  | \* | Manage/coordinate day-to-day activities in center |
|  | \* | * Oversee general organization and functioning of center
 |
|  | \* | * Schedule, conduct, and prepare materials for weekly advocate and program planning meetings
 |
|  |  | * Financial management, budget, purchasing, payroll
 |
|  | \* | * Creates and produces reports for stake holders and other committees affiliated to the department and the university.
 |
|  | \* | * Advocacy training of new Peer Advocates and ongoing staff training
 |
|  | \* | * Recruitment of volunteers and advocates
 |
| **Advocacy (25%)** |
|  | \* | * Provides resources and referrals to persons who seek assistance
 |
|  | \* | * Support Peer Advocates who provide resources and referrals
 |
|  | \* | * Maintain electronic and paper resource materials
* Maintain electronic files in compliance with SATF.
 |
|  | \* | * Acts as a liaison to off-campus service providers such as Sable House, and Monmouth Police Department and local hospitals
 |
|  | \* | * Serve on the Campus Against Sexual Assault Core Team, Polk County SART, SATF Advocacy Subcommittee
 |
| **Programming: (20%)** |
|  | \* | * Development, scheduling, staffing, marketing, execution, and evaluation of events related to center mission and vision

statement |
|  | \* | * Collaborate with other departments/centers on campus
 |
| **Outreach and Communication (10%)** |
|  | \* | * Develop and implement center outreach communication
 |
|  | \* | * Maintain website and oversee social media campaigns
 |
|  | \* | * Coordinate campus and community outreach presentations, conduct presentations, guest lectures, trainings, and

workshops as needed or requested |
|  | \* | * Serve on university committee(s) as representation of center
 |
|  |  | * Participate in local, regional, and national organizations concerning women and gender studies and women's resource centers
 |

1. Required Qualifications:

List any certificates, licenses, academic degrees, or experience **required** to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

Master's Degree and professionalexperience working in a campus-based women's center or equivalent center

**And**

* Interpersonal violence advocacy experience
* Training in Sexual and Relationship Violence particularly as it relates to

 campus (e.g. Title IX, ATlXA, Green Dot)

1. Preferred Qualifications:

Describe preferred education, experience, skills, licenses, certificates, and other qualification for this position.

* Project or program management experience
* Experience working in campus-based resource center
* Ability to communicate effectively with a variety of staff and

 program participants within a University setting

* Strong interpersonal skills (i.e. motivate others, display

 empathy toward others, take initiative, use diplomacy and tact, offer well-received constructive feedback, build rapport with others) and organizational skills, effective communication skills both verbally and in writing

* Experience in supervising professional employees and student employees
* Experience in developing training materials and conducting trainings
* Ability to attend to multiple and competing tasks and timelines
* Ability to work well independently and in groups
* Ability to identify needs of a community and respond with action
* Ability to maintain confidentiality and act with discretion, sensitivity,

 neutrality and interact with people from diverse backgrounds

1. Knowledge Areas:

List the major areas of knowledge that are **required** to perform the duties of this position.

* + Sexual and Relationship Violence
	+ Higher Education student mentoring
	+ Gender/Women's Studies (historical scholarship and contemporary praxis)
	+ Event planning
	+ Ability to use current electronic platforms including but not limited to Google Suite, MS Office suite efficiently and effectively
1. Budget Authority:

Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

X Develops, monitors\*, and controls\* $218,000

 General Fund: $35,000

 IFC: $30,000

 Grant: $153,000

\_\_ Delegated authority to monitor budget $\_\_\_\_\_\_\_\_\_\_\_\_

\_\_ Limited approval authority for purchase $\_\_\_\_\_\_\_\_\_\_\_\_

\_\_ Purchase only with higher level approval $\_\_\_\_\_\_\_\_\_\_\_\_

\*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level.

1. Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the follow areas, check all that apply.

\_x\_ Hire \_ Transfer \_x\_ Discipline \_x\_ Dismiss \_ Layoff Promote

\_x\_ Assign work \_x\_ Recommend salary adjustments \_x\_ Approve leave requests

\_x\_ Respond to complaints/grievances \_x\_ Conduct performance assessments \_x\_ Give direction

1. Positions supervised:

Number of Teaching Faculty \_\_0\_\_\_ Total FTE: \_\_\_\_\_

Number of Classified Staff \_\_0\_\_\_ Total FTE: \_\_\_\_\_

Number of Unclassified Staff \_\_1\_\_\_ Total FTE: \_\_1.0\_\_\_

Student Employees (average per term) \_\_12\_\_\_ Total FTE: \_\_1.5\_\_\_

Other (specify) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ Total FTE: \_\_\_\_\_

1. Decision-Making Authority:

The Director has decision-making authority over educational programming, student-staff management, and strategic planning for the department.
Review/approval from above is needed for any division or campus wide initiatives as well as structural change suggestions for the department.

1. Additional Information:

List any additional information that would help describe the nature of the position. Attach appropriate organizational chart.

 \_

Employee Date Supervisor Date

**Human Resources Use Only:**

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HRS Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FLSA Status: \_\_\_ Exempt from overtime \_\_\_ Eligible for overtime

 \_\_\_ Executive

 \_\_\_ Administrative

 \_\_\_ Professional

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Western Oregon University reserves the right to change this position description at any time.