



Unclassified Professional Staff Position Description

Initial
Date:

Revised
Date: 3/19/2021

Purpose of the Position Description

- To record the essential functions of the position
- To record special requirements
- To record required knowledge and skills to perform the duties of the position
- To record special working conditions
- To aid in recruitment and selection
- To establish Management's expectations
- 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

A. 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 eighteen 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. 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 feel 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 a 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, direct confidential advocate services, as well as resource and referral services designed to promote gender equity and non- violence.

B. 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 (grant funded). Additionally, Abby's House has a student staff of approximately 10 Peer Advocates who staff the front desk, plan and execute programming for Abby's House.

The Director of Abby's House duties include but are not limited to:

- Daily operations and fiscal management of Abby's House
- Supervising one professional staff
- Provides confidential advocacy services for survivors of sexual and relationship violence, co-supervise peer advocates
- Provides referral services to students in crisis
- Execute and oversee educational programming
- Coordinate outreach and community communication

Position Information and Qualifications

A. 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

Abby's House Administration (40%)

- * Supervise the bi-lingual advocate/food pantry coordinator professional staff member
- * 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
- * Financial responsibility and oversight of the departmental budget
- * Creates and produces reports for stakeholders and other committees affiliated to the department and the university.
- * Hires, trains and co-supervises the Peer Advocates
- * Provides resources and referrals to on campus and community resources
- * Supervise and oversee the Abby's House Peer Advocates
- * Maintain electronic files, resources and materials while maintaining compliance

Confidential advocate/direct service (30%)

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- * Provide confidential advocate/direct services, advocacy and crisis intervention support for individuals who experience sexual, domestic and interpersonal violence
- * Active member on the Campus Against Sexual Assault Core Team, Polk County SART, SATF Advocacy Subcommittee
- * Development, oversight, execution, and evaluation of events related to center mission and vision statement and changing student needs (Ex: Bystander training, New Student Week speaker, training/workshops throughout the year)
- * Collaborate with other departments/centers on campus
- * Develop and implement center outreach communication
- * Maintain website and oversee social media campaigns

Programming, outreach and communication: (30%)

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- * Participate in local, regional, and national organizations concerning women and gender studies and women's resource centers
- * Development, oversight, execution and evaluation of events related to Abby's House mission and vision statement (Ex: Bystander, New Student Week speakers/presenters/trainers, training and other workshops throughout the year)
- * Initiate and engage in collaborative efforts across campus departments
- * Update, create and implement Abby's House outreach communication and services
- * Maintain and oversee the Abby's House website and social media accounts
- * Coordinate campus and community outreach presentations, provide the presentations, guest lectures and workshops
- * Be an active member on university committees
- * Participate in local, regional and national organizations in alignment with Abby's House vision and mission

B. 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.

- Bachelor's Degree
- 2 years of professional experience working in a campus-based women's center or equivalent center

or

- At least 2 years' experience in gender based violence (GBV), violence against women (VAW), domestic violence (DV), or prevention and response programming, including assessing GBV interventions
- Interpersonal violence advocacy training and experience including, but not limited to, Title IX, ATIXA, Green Dot, confidential advocacy
- Project or program management experience

C. Preferred Qualifications:

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

- 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)
- Strong organizational skills
- Effective communication skills both verbally and in writing
- Experience in supervising professional employees and student employees
- Experience in developing or overseeing a department or program
- Experience in developing training materials and conducting trainings
- Ability to identify needs of a community and respond with action
- Ability to maintain confidentiality and act with discretion and sensitivity
- Ability to demonstrate knowledge of effective strategies for working diverse individuals

Knowledge Areas:

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

- Deep understanding of Sexual and Relationship Violence prevention and survivor resources
- Higher education student mentoring
- Effective event planning
- Ability to use current electronic platforms including but not limited to Google Suite, MS Office suite efficiently and effectively

D. 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*	\$279, 945
General Fund:	\$97,000
IFC:	\$30,000
VOCA grant:	\$152, 945
___ 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.

E. Supervisory Authority:

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

Hire Transfer Discipline Dismiss Layoff Promote
 Assign work Recommend salary adjustments Approve leave requests
 Respond to complaints/grievances Conduct performance assessments Give direction

F. Positions supervised:

Number of Teaching Faculty	<u> 0 </u>	Total FTE:	<u> </u>
Number of Classified Staff	<u> 0 </u>	Total FTE:	<u> </u>
Number of Unclassified Staff	<u> 1 </u>	Total FTE:	<u> 1.0 </u>
Student Employees (average per term)	<u> 10 </u>	Total FTE:	<u> 1.5 </u>
Other (specify) _____	<u> </u>	Total FTE:	<u> </u>

G. Decision-Making Authority:

The Director has decision-making authority over educational programming, student-staff management, and strategic planning for the department.

H. Additional Information:

List any additional information that would help describe the nature of the position.

Employee	Date	Supervisor	Date
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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.