Duke University  
Division of Student Affairs  
Position Description

Official Job Title: Director, Duke Women’s Center
Job Code/Level/Family: 1285/14/33
Department: Campus Life
Supervisor: Associate VP of Student Affairs
Position Status: Full-time; Exempt
Staff Supervision: Supervises the Assistant Director (exempt); three social workers (exempt); Student Development Coordinator (exempt); Staff Specialist (non-exempt); one graduate student staff member and six undergraduate student staff

Scope of Responsibilities
The Director of the Duke Women’s Center provides vision, leadership and oversight of the educational, clinical, fiscal and administrative programs and services of the Women’s Center. The director oversees daily operations and activities for Gender Violence Prevention and Intervention (GVPI), delivery of educational programs, and services and advocacy to the undergraduate, graduate and professional student populations. The Director is responsible for establishing a vision, programs and policies that support the needs of undergraduate, graduate and professional student populations and takes a lead role in identifying and addressing areas of concern to women in collaboration with campus and community partners. The Director reports to the Associate Vice President for Campus Life in the Division of Student Affairs and supervises a staff of six employees.

Duties
List specific tasks and responsibilities in order of importance. The approximate % of time to be spent on each duty (or section of duties) should be listed.

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<th>Work Area</th>
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<td>Manage the administration and operations of the Women’s Center and Gender Violence Prevention Intervention including recruitment, supervision, and performance management of employees.</td>
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<td>Provide leadership in developing and monitoring the Women’s Center strategic plan including outcomes assessment in concert with Division and Campus Life goals.</td>
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<td>Supervise development, delivery and evaluation of all educational programs by professional and student staff.</td>
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<td>Oversee response to sexual and relationship violence on campus, in concert with GVPI Coordinators and campus and community partners and as a backup, provide emergency response, advocacy, short-term crisis support, information and referral to students affected by sexual relationship. Monitor quality standards for delivery of clinical services.</td>
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General Qualifications
Master’s degree required. MSW and current licensure as a clinical social worker in the State of North Carolina strongly preferred. Doctorate is preferred. Candidate must have a minimum of four years’ experience that includes developing and managing a cultural center or similar facility as well as demonstrated success in staff recruitment, development and retention. Experience supervising clinical services is strongly preferred. Expertise in delivering program and education services and support to students surrounding sexual and gender diversity issues as well as consultation services for staff, faculty, and other constituencies is expected. Candidates must possess advanced oral, written and cross-cultural communication skills and an ability to negotiate and resolve multiple complex problems in a timely manner.

Specific Skills and Competencies
Expertise in leadership development is preferred. Must be able to provide short-term, crisis support in an ethical manner consistent with the practices of Student Affairs, and make appropriate referrals to on and off-campus services. Position requires thorough understanding of gender issues, and sexual violence in a college community and ability to work with faculty, staff, students, alumni, and community members to address them. Strong interpersonal, communication and writing skills are essential. High level planning and organizational skills are required. Must demonstrate awareness of technology tools, knowledge of appropriate financial procedures and practices and success in staff recruitment, development and retention.