

Women and Inclusion Programs Graduate Coordinator

Description:

Reporting to the Assistant Director of Women's and Inclusion Programs, the Graduate Coordinator provides support and assistance in the development and implementation of programs and initiatives to address the needs of all women and empower students to promote a campus community inclusive of all genders and respectful of gender differences. This person assists in maintaining a high level of efficiency and effectiveness as it relates to developing resources to address inequity, promoting understanding of women's and gender issues, developing women empowerment and leadership programs, and creating a space for women to build bridges and a strong sense of community. The Graduate Coordinator helps to oversee all aspects of the Women's Resource Center and provides general support for all inclusion initiatives of the SJICR.

Principle Duties and Responsibilities:

- Support the coordination, advertising and execution of Women Resource Center events, activities, and trainings
- Support development, implementation and coordination of activities such as Patchwork: Feminist Conversation Series, Women of Color Collective, Feminist Film Series, Nursing and Lactations Space Program, RU Nice, and other recurring programs.
- Develop appropriate, effective and beneficial relationships with Women's Resource Center program participants
- Assist with general supervision of SJICR undergraduate office assistants
- Serve on the SJICR's Women and Gender Advisory Committee
- Maintain day to day communication with undergraduate coordinators and affiliated student organization leadership
- Help plan and execute successful training modules for students, faculty, and staff related to gender equity
- Maintain knowledge of policies and procedures of successful women support and gender inclusive programming
- Oversee the development and dissemination of monthly Women's Resource Center newsletter and weekly blog
- Provide support for the review and reporting of Women's Resource Center program participant's academic performance at the end of each semester
- Support ongoing data collection and assessment related programmatic and student learning outcomes
- Support development and implementation of other social justice and inclusion initiatives of the SJICR

Education:

- Bachelor in Women and Gender Studies, Education, Counseling, Psychology, or other related field
- Must be a fulltime graduate student in good academic standing making reasonable academic progress toward a graduate degree at Rowan University

Qualifications:

- At least one year related experience in work related to women and gender inclusive services
- Demonstrated knowledge and experience working with women and other diverse student populations including: under-represented students, students with disabilities, students of color, and LGBTQIA+ students
- Demonstrated soundness in judgment, decision making skills, and ability to maintain confidential sensitive student information
- Demonstrated attention to detail, organization skills, and strong work ethic
- Ability to support program assessment and data management

Skills and Abilities:

- Must have good interpersonal skills and ability to work independently and in a team
- Strong Oral & written communication skills
- Ability to interact tactfully with all levels of the college staff, students, and trustees
- Proficient with MS Office Suite, including Publisher and Access
- Valid driver's license and Ability to drive a 15 passenger van

Work Environment: Position requires frequent evening and weekend hours as part of the Women's Resource Center events, activities, and trainings.

Start Date and Term: The preferred start date for this position is August 2018. The position term extends until May 2019.

Compensation: This position offers full tuition waiver for fulltime study in a Rowan University graduate program, optional on campus housing, as well as a \$8000.00 annual stipend paid on a biweekly basis over the course of the contract term, \$1000 in Professional Development funds.

Application Procedure: Please submit a cover letter, resume, and the names and contact information of three references to socialjustice@rowan.edu. **Applications will be reviewed starting on March 12, 2018.**