



## Director of Abby's House Western Oregon University's Women's Center

**Department:** Student Affairs

**Recruitment #:** S1651

**Closing Date:** Review of applications begins **August 10, 2016**. Position is open until filled.

This is a full-time, 12-month, annually renewable, unclassified position in the Division of Student Affairs.

### About the Center

Abby's House is a campus resource and referral center for women and families. While issues of violence and discrimination disproportionately affect women, Abby's House not only centers on the needs and experiences of women, it also recognizes men can face such issues. Men also support women in their families who experience oppression and play an important role in ending violence and discrimination and are also welcomed and served by Abby's House.

The mission of Abby's House is to provide the Western Oregon University (WOU) community with educational programming, information, and referral services designed to promote equity and non-violence, empowering all people to actively stand against all forms of violence, harassment, verbal abuse, discrimination, and hatred.

### MINIMUM QUALIFICATIONS

- Master's degree in Social Science, Humanities, Cultural Studies, or related discipline, with emphasis in social justice (e.g. Sociology, Psychology, Women's/Gender Studies, Ethnic Studies) **OR**
- Bachelor's degree and 5 years' experience working in a campus-based women's center or equivalent center

### Preferred Qualifications:

- Project or program management experience
- Experience working in a campus-based resource center
- Interpersonal violence advocacy experience
- Training in sexual and relationship violence, particularly as it relates to campuses (e.g. Title IX, ATIXA, Green Dot)
- 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), organizational skills, and effective communication skills, both orally and in writing
- Experience supervising employees/student employees
- Experience developing training materials and facilitating training
- Ability to manage multiple and competing tasks and timelines, work well independently and in groups, identify needs of a community and respond with action, maintain confidentiality and act with discretion, sensitivity, neutrality and interact with people from diverse backgrounds

**\*\*A criminal background check will be required as a condition of employment**

### DUTIES AND RESPONSIBILITIES

#### Center Administration

- Supervise and mentor student staff and volunteers
- Oversee general organization and functioning of center which includes managing/coordinating day-to-day activities
- Schedule, conduct, and prepare materials for weekly advocate and program planning meetings
- Financial management; budget, purchasing, and payroll
- Manage reports and other materials for board meetings; organize board committee(s)
- Advocacy training of new student advocates and ongoing staff
- Recruitment of volunteers and advocates

#### Advocacy

- Provide resources and referrals to persons who seek assistance
- Support student advocates who provide resources and referrals
- Maintain electronic and paper resource materials
- Act as a liaison to off-campus service providers
- Serve on the Campus Against Sexual Assault Core Team, Polk County SART

### **Programming**

- Develop, schedule, staff, market, execute, and evaluate events related to center mission and vision statement
- Collaborate with other departments/centers on campus

### **Outreach and Communication**

- Develop and implement outreach communication for the center
- Oversee development, editing, and distribution of newsletter
- Maintain website and oversee social media campaigns
- Coordinate/conduct campus and community outreach presentations, guest lectures, trainings, and workshops
- Serve on university committee(s) as a representative of the center
- Participate in local, regional, and national organizations concerning women and gender studies and women's resource centers

### **TO APPLY SUBMIT THE FOLLOWING (PDF preferred):**

- 1) WOU Employment Application form (available at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp))
- 2) Letter of application that addresses each qualification of the position
- 3) Resume
- 4) Contact information for three references
- 5) Unofficial copy of transcript for highest degree earned

Western Oregon University (WOU) is a mid-sized public comprehensive university located in the Monmouth-Independence area, the heart of Oregon's lush Willamette Valley. The University serves a large number of first-generation college students. WOU has received national recognition for its commitment and success in serving Latino students. The campus is about 20 minutes from Salem, the state's capital, about 75 minutes from Portland, the state's cultural hub, and a short drive from the Oregon coast, mountains, and other scenic areas. The university is located in an increasingly diverse, bilingual, and rural area in the Willamette Valley. Our student body of about 6200 undergraduate and 400 graduate students enjoys the vibrant and close-knit intellectual community of a leading liberal arts college.

**Send to: S1651, Director, Abby's House, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; OR e-mail to [employment@wou.edu](mailto:employment@wou.edu); OR fax to: 503-838-8144.**

**Western Oregon University is an AA/EO/Veteran/Disability employer  
committed to increasing the diversity of its workforce.**