

# IOWA STATE UNIVERSITY

## Professional & Scientific Position Information Questionnaire

### PURPOSE

The purpose of this questionnaire is to gather information about the job and its requirements. This information will be used to ensure that the job is properly classified and valued in the Professional and Scientific Classification and Pay System.

Please take the time to complete this questionnaire as completely and accurately as possible. Before you begin to complete the questionnaire, please take a minute to review the following instructions.

### INSTRUCTIONS

The questionnaire is divided into 13 sections. Employees should complete all sections, except for those set aside for supervisors and managers.

1. Look over the entire questionnaire to make sure you understand the questions. The questions are largely self-explanatory; however, if you have difficulties in describing the job, please refer questions to your immediate supervisor.
2. The questionnaire asks you to describe the job in your own words. Please provide responses that accurately represent the way the job currently functions; don't understate or overstate your answers. To help you in this, keep these points in mind:
  - Consider the job's usual responsibilities. Do not dwell on limited, short-term tasks or future responsibilities.
  - Be specific and use action verbs in describing your duties; express in quantitative terms when possible.
  - Remember, you are considering the job and its requirements -- not your own personal background or how you would like to see the job performed.
3. Be sure to answer all of the questions.
4. After you have completed the questionnaire, sign and date it, and then give it to your supervisor for his/her review. Your supervisor may wish to meet with you to discuss any differences in viewpoint. You may be assured, however, that your responses will not be omitted by your supervisor or his/her supervisor.
5. Supervisors are strongly encouraged to meet with the employee after reviewing the questionnaire to mutually discuss the position and any differences of opinion which may exist.
6. If you need additional space, attach extra pages.
7. If you have questions, please contact the Classification/Compensation office at 515-294-0673.
8. Send completed PIQ form, with appropriate signatures, to:  
HR Classification/Compensation office, 3810 Beardshear Hall.

# IOWA STATE UNIVERSITY

## Professional & Scientific Position Information Questionnaire

<input checked="" type="checkbox"/>	CURRENT POSITION DESCRIPTION (Informational Purposes Only)	Date: <u>5/27/03</u>
<input type="checkbox"/>	REQUEST FOR CLASSIFICATION REVIEW OF CURRENT POSITIONS (Reclassification)	Date: _____
<input type="checkbox"/>	REQUEST FOR CLASSIFICATION OF NEW POSITION	Date: _____

### GENERAL BACKGROUND INFORMATION

Name:	<u>Penny J. Rice</u>	Current Class Code:	_____
Current Title:	<u>Director</u>	Current Pay Grade:	<u>P16</u>
Proposed Title:	<u>Director</u>	Proposed Pay Grade:	<u>Same</u>
Department:	<u>Women's Center</u>	College/Division	<u>Provost Office Dean of Students</u>
Campus Address:	<u>203 Sloss House</u>	Work Phone:	<u>294-4154</u>
Supervisor's Name:	<u>Susan Carlson/Pete Englin</u>	Campus Address:	<u>1550 Beardshear 1010 SSB</u>
Supervisor's Title:	<u>Associate Provost/ Dean of Students</u>	Work Phone:	<u>294-9556 294-1022</u>

### I. JOB SUMMARY

Briefly describe the basic purpose of the position.

The director's roles are to: assess campus needs for programs and services; direct and coordinate services for women students, faculty & staff by setting philosophy and policy for a women's center; to provide programs and advocacy services to all campus women; evaluate programs and services; and to provide campus leadership in promoting an accessible and equitable environment throughout the university.

## II. DUTIES AND RESPONSIBILITIES

List and explain the essential duties and responsibilities of the position starting with the most important and working through to the least important. Be complete. Indicate the average percentage of time spent performing each separate job duty. Consider work performed over a 12-month period to account for cyclical variations. The percentages should total 100%. Please describe only those duties that occupy **at least 5% of the incumbent's time**. Be specific and use action verbs in describing your duties; express in quantitative terms when possible. (Attach additional sheets if necessary)

<u>% of Time</u>	<u>Duties and Responsibilities</u>
15%	A) Set philosophy, policy, priorities, and goals and administer the Women's Center (and its multiple programs) for students, faculty and staff. <ul style="list-style-type: none"><li>• Evaluate current and past activities of the Women's Center to assess impact and consistency of each with the philosophy and goals.</li><li>• Coordinate services with other offices to enhance offerings and reduce duplication of services.</li><li>• Implement long-range planning, in conjunction with the Advisory Board and supervisors.</li><li>• Assess impact of Women's Center policies and programs on the daily experiences of ISU women.</li><li>• Determine needs not currently being addressed by Center or other units.</li></ul>
25%	B) Provide leadership for collaborative efforts to provide information, supportive services, and overall leadership to ISU administration, faculty and staff in creating a more equitable environment for women on ISU's campus. <ul style="list-style-type: none"><li>• Serve on University committees (University Committee on Women, Women's Leadership Consortium, Sexual Assault Task Force, etc.) with focus and mission to improve campus climate for women.</li><li>• Actively promote diversity issues through participation in committees with a multicultural purpose.</li><li>• Promote an instructional environment supportive to women (via communications with faculty, TAs, administration services, etc.)</li><li>• Work with and serve as advisor to student groups and staff groups on programs that focus on women's issues and contributions (i.e. Women's Week, Women's History Month, Sexual Assault Awareness Week, etc.)</li><li>• Be a resource for university committees or departments seeking information regarding women's needs, issues, resources, and data.</li></ul>
35%	C) Provide advocacy and referral services for campus women and community women. <ul style="list-style-type: none"><li>• Provide advocacy services for faculty, staff and students experiencing various problems (i.e. sexual harassment, rape, classroom inequities, community resources, etc.)</li><li>• Train graduate assistants and merit staff to assist in advocacy services.</li><li>• Provide referral services for campus and community women experiencing distress (i.e. referrals to EEOC, domestic violence interventions, rape crisis referral centers, personal counseling services, etc.)</li><li>• Supervise and train staff and volunteers in the creation of and maintenance of referral services documents, lists, etc.</li><li>• Liaison with community services (ACCESS, MICA, Beyond Welfare, etc.) in identifying and providing needed services.</li></ul>
25%	D) Administer the Women's Center facility, including building supervision and budget, supervise its staff and coordinate its programs. <ul style="list-style-type: none"><li>• Serve as building supervisor for Sloss House.</li><li>• Set policy and use guidelines for Sloss House (in conjunction with Advisory Board and staff).</li></ul>

- Meet with Advisory Board routinely (as ex-officio member) and update them on Center happenings, act as liaison between Board and staff, and represent Board concerns to administration and other units.
- Hire, train, and evaluate Secretary and Grad Assistants.
- Supervise and set job descriptions of Grad Assistants (3), and Merit staff (1).
- Oversee hiring, training and evaluation of undergraduate interns, work-study, and volunteers.
- Supervise and set job descriptions for undergraduate interns (2-4 per year), work-study students (2-4 per year) and cultural assistants 1-2 per year).
- Establish budget and assume primary fiscal responsibility for all Women's Center funding.
- Assess impact of spending patterns and establish budget priorities.
- Oversee all budgetary concerns (including budgets of Women's Center Projects and fund raising endeavors).
- Seek financial support through fund raising, budget hearings, grant writing, etc.
- Coordinate program offerings to all campus constituencies through collaborative offerings with other units.
- Plan and implement programs and scheduling for Center outreach and in-house offerings.
- Maintain correspondence as needed with other agencies, Centers, universities, and associations.
- Consult with other Centers, university personnel and national agencies.
- Collaborate with other programs similarly engaged with women's issues.

100%

### III. KNOWLEDGE & EXPERIENCE

#### A. KNOWLEDGE

1. List specifically the degrees, technical training, or post-high school course work required to qualify for this position and justify how the level of education or training is essential to the performance of the duties and responsibilities.

Master's degree (area of expertise flexible) with orientation to human services, education, and/or administration of services. This person must demonstrate a base of knowledge from which to derive philosophy, goals, and programs related to contemporary women's issues in order to achieve credibility in dealing with a highly educated population.

Requires a broad or in-depth body of knowledge such as normally would be acquired through a Master's level education program that is directly related to the types of work being performed. Advanced knowledge in a particular field with the skills in applying this knowledge to difficult and complex work assignments is characteristic of this level.

2. What other knowledge, skills, or abilities are required in order to carry out the duties of this position?

A demonstrable knowledge of women's issues, dynamics of oppression, and social justice/social change literature.

3. What licenses or certifications (e.g., pharmacy license or accounting CPA), if any, are required for the position?

NONE

#### B. EXPERIENCE

1. Please describe the type and least amount of work experience required, if any, for a person coming into this position and justify how the experience is essential to the performance of the duties and responsibilities.

Type of Experience Needed

Amount of Experience Needed

Experience in academic setting(s) (University or College)  
Where candidate has dealt with students, faculty, and staff,  
Programs and presentations (or teaching experience).

Minimum of three years.

Experience managing a budget

Two years (or comparable # of projects  
or grants).

Experience supervising 2 or more staff.

One year minimum

2. After being hired or moved into this position, how much on-the-job training is required to learn all the major duties and be able to perform them well?

Depending on previous experiences directly related to administering women's centers, approximately three to six months of on-the-job training could be anticipated.

#### **IV. COMPLEXITY**

1. Describe several of the more difficult and complex problems or projects that have been handled by this position in the past twelve months. For new positions, describe the types of problems or projects anticipated.

The complexity of this position derives primarily from the number of tasks and demands that are occurring simultaneously so that the director may be creating new segments of a policy, hearing one or two cases of harassment or advocacy, supervising a graduate assistant's creation of a new program, serving as a facilitator for a university committee and creating/coordinating a university wide conference while meeting demands for information and budgets – all during the same two or three day period.

The work is very complex, non-standardized and widely varied, involving several complicated and significant variables. Analytic ability and inductive/deductive thinking are required in extensively adapting policies, procedures and methods to fit unusual or complex situations. Work involves evaluation, investigation and development where the method of approach and the data or information must generally be developed as part of the thinking process.

#### **V. INNOVATION**

Describe a part of the work that illustrates the creative or innovative nature of the job or the degree to which resourcefulness, ingenuity and creative thinking is required to develop new or improved methods, ideas, procedures or techniques.

Ingenuity and creativity (as well as analytical flexibility) are demanded in a variety of tasks such as fund-raising and budget enhancement, program creation and program evaluation, policy implementation, marketing of special programs and advertising of services, creating viable communication tools (Internet site, email distribution lists, calendars) and creating qualitative evaluations of services.

This position requires very substantial creative ability and the ability to develop, formulate and/or design new methods, procedures and/or systems using old approaches only as a conceptual foundation. This position also utilizes artistic, imaginative and expressive ways of performing duties. Demands for insight and ingenuity are defined by need to create artistically or inventively think through a novel perspective with the past practices as general referents on how to proceed.

#### **VI. IMPACT ON INSTITUTIONAL MISSION**

##### **A. SCOPE**

1. Describe the positive impact this position has on the operations within its specific work area and/or the University when it is being performed well.

Effective functioning will promote a healthy and functional environment for all women in the University community and will encourage personal and professional growth of women (and men). Women will see the ISU campus as one that is concerned with their well-being and desirous of enhancing their personal worth and success.

Actions exercised from this department may affect a college, major division or broad range of departments and programs. Actions are generally related to policy interpretation or complex systems applications and have short or long term consequences.

2. Describe the types of negative consequences for the work area and/or for the University that might result from an error made by someone in the position who did not possess good job knowledge or use sound judgment.

Negative consequences could include budgetary insufficiencies, reduction or morale of women on campus, or refusal of unites/departments to work towards gender equity programs.

3. Express in monetary or quantitative terms the level of responsibility involved in this position. (i.e., directs research budget of \$300,000; schedules 100 alumni meetings/year; advises 30 students/week)

## **B. FREEDOM OF ACTION**

1. Describe the type of guidance and review the supervisor gives the incumbent in this job and how often (e.g., daily, weekly) that guidance and review occurs.

Type of Guidance and Review  
The director meets with the Associate Provost and Dean of Students to discuss current campus climate and issues, matters of shared relevance and importance, and yearly for review of the director's work. Occasionally they may meet to discuss reviews staffing issues or critical incidents.

How Often?  
Routinely, once a month to share issues or concerns  
Evaluatively, once a year. Crisis or complaint as needed.

Incumbent receives policy direction only; recommends goals and objectives for functional area(s). Work is only checked on intermediate-term results.

2. Describe the departmental policies and procedures, professional standards, or formal regulations which guide the actions in this position (e.g., policies or procedures for handling an overdue account or dealing with a student's complaint).

The director is bound by the policies and procedures discussed in the P&S handbook, as well as those related to supervising (Merit) Contract Personnel as discussed in the AFSCME handbook.

## VIII. INTERNAL INTERACTIONS

- Describe the type of interaction the incumbent has with other people employed by the University. Consider the nature and level of contact encountered on a **regular**, **recurring** and **essential** basis during operations and whether the contacts involve furnishing or obtaining information, influencing others or negotiating.

The director of the Center meets frequently with upper administrative (Deans, DEO's) personnel to discuss advocacy cases and, on occasion, policy effects on individual or groups of employees. The nature of these discussion is generally of a confidential nature, impacting on student retention or personnel complaints or compliance issues. Interactions with department chairs and faculty are more frequently of an educational nature, related to conducting workshops for faculty, teaching assistants, and students. A high frequency of contact is maintained with various administrative personnel in Training and Development, Student Affairs, Provost Office, and other similar locations where the interests of women employees and students are affected. The Center is often sought out as a distributor of information for and about women's issues, both campus related and regionally/state/nationally related issues. A high degree of cooperation and sensitivity are required in handling complaints, requests for information, requests to contact personnel or students whose performance is questionable, etc. Discretion in these matters is, of course, of paramount importance.

## IX. EXTERNAL INTERACTIONS

- With whom does the position **regularly** communicate outside the University in order to perform the duties (e.g., students, suppliers, governmental agencies, product representatives)? What is the purpose of discussion and how often does it occur (e.g., daily, weekly)?

<u>Who</u>	<u>Purpose</u>	<u>How Often</u>
ACCESS (Woman's shelter), YSS, MICA, DHS, Richmond Center, etc.	Individuals in crisis or in recovery	Once a week or more
Other Women's Centers across The nation, Victim's Assistance Programs, etc.	Programs, problems, issues	Once every two or three weeks
National Women's Studies Assn., Women's Center Caucuses, ACPA Standing Committee on Women, AAUW, etc.	Grand applications, Committee Work, networking, resources, etc.	Daily emails and weekly in- depth communication.

## X. LEADERSHIP RESPONSIBILITY

- Indicate the number of employees directly and indirectly supervised by this position:

	<u>DIRECT SUPERVISION</u>	<u>INDIRECT SUPERVISION</u>
P&S	0	0
Merit	1	0
Student	5+	Varies

- If not direct/indirect supervision of staff, describe the type of responsibility the position has for directing the flow of activities related to a project, task force, committee or team of staff engaged in an **essential** activity of a time-limited, regular and recurring basis. Also indicate titles of the employees the incumbent supervises and/or the projects or functions for which the incumbent manages.

No comment.

Type of Leadership Responsibility

Title(s) Supervised/Project(s) Managed



**XI. PHYSICAL CONDITIONS**

1. Describe the working conditions of your job, including any unpleasant features like heat, cold, exposure to chemical substances, etc. Take into consideration lighting, temperature extremes, noise pollution, air pollution, work hazards, and the possibility of disease. Describe the amount of physical dexterity of hand operations or other coordinated motions which the job regularly requires, e.g., eye/hand coordination in operating a keyboard or manual dexterity and exactness in the use of hand instruments.

Keyboard dexterity desirable (not absolutely necessary). No other physical requirements. Irregular heating and cooling system in Sloss House can make the environment uncomfortably hot or cold on occasion. Otherwise, no hazards. However, location of the second floor offices (where all phone systems and wiring for office equipment is located) with no accessibility for mobility-impaired persons would limit accessibility for some staff.

**XII. POSITION CHANGES STATEMENTS**

If this is a request for reclassification, please indicate changes, deletions, and/or additions to the duties and responsibilities.

This is not a request for reclassification.

**XIII. EMPLOYEE GENERAL COMMENTS**

Because no single questionnaire can cover every part of a job, can you think of any other information which would be important in understanding your job? If so, please give us your comments below.

No comments.

Incumbent Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

#### **XIV. SUPERVISOR COMMENT SECTION**

This portion of the questionnaire is to be completed by the employee's immediate supervisor. As a supervisor, it is important that you review this questionnaire and note any comments you may have next to the employee's responses, preferably in red ink. The space provided below is for general remarks you may have. Remember, this questionnaire is intended solely for the purpose of accurately describing the position and not the person or his/her performance.

Supervisor \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

#### **XV. MANAGEMENT COMMENT SECTION**

This portion of the questionnaire is reserved for comments by the second-level supervisor and other management staff members, where applicable, who indirectly supervise this position through other supervisors. As the next level of management over this position, it is important that you review this questionnaire and note any comments you may have next to the employee's responses, preferably in blue ink. The space provided below is for general remarks you may have. Remember, this questionnaire is intended solely for the purpose of accurately describing the position and not the person or his/her performance.

Department Head \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Dean/Director \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
Vice President

**Forward completed PIQ form to: HR Classification/Compensation office, 3810 Beardshear Hall.**

**Abbreviation: EDU PG COOR II**

**GRADE: 12**

**Union: APA**

**FLSA: E**

**Code: 8146**

**JOB GROUP: A2C3**

**CLASSIFICATION: EDUCATIONAL PROGRAM COORDINATOR II**

**Basic Function**

Develops and implements programs and materials in order to inform participants of innovations, resources and offerings.

**Characteristic Duties and Responsibilities**

! Develops agendas, sets dates and identifies and coordinates speakers to develop and facilitate workshops, conferences, courses, and education programs, particularly those that address the needs of women.

! Prepares contracts, identifies facilities and projects budgets in support of such programs.

! Uses information gained from meetings, evaluation forms, and input from individuals in order to design programs and materials to satisfy needs.

! Compiles, organizes, designs and prepares for public promotion printed and electronic materials to support programs.

! Coordinates publicity and organizational procedures in order to implement conferences, workshops and programs.

! Evaluates programs in order to enhance future programs and to disseminate information.

! Prepares special and periodic reports

**Communications/Interpersonal Relationships**

**Interacts with:**

! Faculty, staff, university administrators, and students in order to discuss programs in support of the Women's Resource Center's mission of leadership development, empowerment and social justice and share information.

! Work across identity groups among women at MSU and in the Greater Lansing community.

! Public in order to disseminate information about the conference.

! Support Staff/Interns/Volunteers in order to direct the progress of programs and projects.

! Program Participants in order to effectively deliver programs.

! Coworkers/Supervisors in order to provide synergistic collaborative innovations in developing new projects.

! Speakers/Artists in order to coordinate accommodations

! Public Agencies and Professionals in order to develop and plan programs, apply

for grants and exchange information.

! University Representatives in order to coordinate/implement programs.

! Media Representatives in order to coordinate program promotion.

#### **Responsibility for the Work of Others**

May provide first level supervision over student employees.

#### **Responsibility for Health/Safety of Others**

No assigned responsibility.

#### **Impact on Programs/Services/Operations**

Poor performance could affect the objectives of the programming effort and negatively influence the client/participant perception of the Center's effectiveness. The dissemination of faulty information could cause incorrect or poor decisions to be made and/or wasted time and resources due to necessary corrections.

#### **Work Environment**

Standard office environment. The job requires moderate physical effort, and involves extensive computer usage, lifting program materials and audiovisual equipment of 26 pounds 20% of the time.

#### **Education/Experience**

The job requires: knowledge equivalent to that which normally would be acquired by completing a four-year college degree program in Educational Theory and Methodology and/or a specialization in Women's Studies, Ethnic Studies, Higher Education Administration, or Educational Counseling (Master's degree preferred); commitment to and interest in providing programs which advance the University's commitment to inclusiveness and diversity as reflected in organizational experience; working knowledge of laws, MSU policy or legislation that influence the work life for women; three to five years of related and progressively more responsible or expansive work experience in planning and overseeing seminars and conferences including public relations, organizing and disseminating training materials and information both written and web-based; budget and records maintenance and computer support; experience in supervision, database, spreadsheet, word processing, desktop publishing, knowledge of HTML programming and web site development and management; or an equivalent combination of education and experience.

#### **Additional Requirements**

1. May require valid vehicle operator's license where needed to perform duties of the position.

2. Other skills and/or physical abilities required to perform duties of the position.

**"This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty."**

**Date: 08/2001 MSU is an Affirmative Action/Equal Opportunity Institution**

**To all applicants for Women's Center Coordinator positions:**

The following is an application packet for the Women's Center Coordinator positions for the 2004-2005 academic year. The first step in the application process is for you to thoroughly review this material and become acquainted with the details of the selection process and the many facets of working the Women's Center.

Women's Center Coordinators are responsible for creating a learning environment that contributes to the student development process. We are looking for individuals with a strong commitment to the continued empowerment of our diverse student population, dedication to cultural awareness and sensitivity to the issues and needs of women. In addition to the specific duties and tasks of each volunteer and staff member, employment with the Women's Center requires coordinators who are willing to develop positive relationships with groups and individuals.

The working philosophy of the entire department is built upon promoting a quality of life that respects the rights of individuals and provides opportunities for personal growth and development. We strive to accomplish this mission by ensuring that our coordinators, as well as our policies, reflect an appreciation for diversity and openness to learning while maintaining the highest standards of basic services. Applicants who are comfortable in a diverse, multicultural, non-discriminatory environment and who enjoy learning from new and challenging experiences are usually well-suited for these positions. Coordinators receive many rewards for their work including personal growth and skill development. The job will also require a substantial amount of time and prioritizing of personal commitments.

The details of the selection process are outlined within the attached timeline. If selected to be a Women's Center staff member, you will be required to participate in an orientation and training to enable you to perform your job successfully.

In conclusion, I encourage you to read this packet in its entirety and give serious consideration to your application for a Women's Center Coordinator position. **Please return your completed application to Debi Stabler, OSU Women's Center, by Friday, April 30<sup>th</sup> at 5:00 p.m.** Thank you for your interest. Please feel free to contact me via email at [debi.stabler@oregonstate.edu](mailto:debi.stabler@oregonstate.edu) or via phone at 737-3175 if you have any questions about the application packet.

Sincerely,

Debi Stabler  
Graduate Assistant

## **Selection Criteria**

These are qualities that we hope our candidates strive for and display. We do not expect any applicant to excel in all of these areas, but if these criteria resonate with you as characteristics that you value, a Coordinator position may be a good fit!

### **Enthusiastic:**

- Demonstrates a positive attitude toward work; is dependable and committed.
- Willing to learn and grow and challenge her/himself.
- Interested in continued learning about campus and community resources.
- Capable of taking initiative with, energizing, and motivating others.

### **Effective Communicator:**

- Clearly expresses ideas using written and verbal skills.
- Listens attentively and has positive regard for the speaker.
- Asserts thoughts, ideas, and opinions.
- Gives and accepts appropriate feedback.
- Willing to confront both staff and volunteers regarding inappropriate behavior and violation of policies and procedures.

### **Leadership Potential:**

- Effectively facilitates a group.
- Encourages participation in group from all members and seeks consensus.
- Uses group members to explore ideas, direct energy and guide, incorporates and acts on ideas of others.
- Understands and articulates the needs of students.
- Makes decisions in difficult situations.

### **Organized:**

- Prioritizes tasks and completes them in a timely and thorough manner.
- Effectively manages time and judges responsibilities and commitments.
- Appropriately delegates tasks to others.

### **Compassionate:**

- Possesses a concern for and understanding of others.
- Displays empathy and active listening skills.
- Displays open, friendly, and inviting behavior.
- Shows a commitment to help others grow and develop throughout their college experience.

### **Positive Role Model:**

- Possesses a positive self-image, self-confidence and internal motivation.
- Displays maturity and responsible decision-making skills.
- Articulates strengths and areas for development.
- Maintains a professional manner.

### **Sensitive to and Appreciates Diversity:**

- Listens to and learns more about views, ideas, and opinions different from her/his own.
- Encourages understanding of and shows respect for people's race, culture, religion, gender, experience, age, sexual orientation, and political choices.
- Listens to and responds to all members of the community.

### **Self-Motivated and Able to Make a Contribution Without Being Asked**

- Assumes full responsibility for projects, programs, promptness, productivity.
- Asks for help when needed, but generally follows through without much supervision.
- Finds projects that need to be done and does them thoroughly.
- Makes decisions for the benefit of the Women's Center and communicates with others.

## **Women's Center Coordinator Position Description**

### **Qualifications:**

- ❖ Must be a currently enrolled student at Oregon State University for at least 6 academic credits (undergraduate) or 3 academic credits (graduate).
- ❖ Must have a minimum GPA of 2.0.
- ❖ Must be in good academic standing for the term prior to selection and during the entire period of employment.
- ❖ Must have a demonstrated knowledge of women's issues and feminism. Must exhibit sensitivity toward traditionally underrepresented groups (such as students of color, LGBTQ students, and differently-abled students).
- ❖ Must be familiar with Microsoft Word, Excel, Access, and Microsoft Publisher, as well as Internet and email.
- ❖ Must be available to work at 10-15 hours weekly.

### **All Coordinators work regular shifts at the Center, including:**

#### **General Job Responsibilities:**

- ❖ Greet, inform, and refer visitors as needed.
- ❖ Regularly use and respond to WC email and list serves.
- ❖ Answer and respond to WC phone calls.
- ❖ Receive and sort incoming mail.
- ❖ Check out and shelve library materials.
- ❖ Maintain front desk.
- ❖ Maintain cleanliness and organization of kitchen, back room, and main room.
- ❖ Assist in maintaining postings, events, and resource bulletin board, as well as other reference materials.
- ❖ Assist in the planning and implementation of events that represent relevant local, national, and global women's issues (e.g. domestic violence awareness, sexual responsibility, queer pride).

### **Additionally, each member of the staff holds one of the following specific roles, and performs the corresponding responsibilities:**

#### **Office Coordinator**

- ❖ Coordinate Women's Center reservations.
- ❖ Order and maintain office supplies.
- ❖ Maintain organization of office systems.
- ❖ Update and maintain reference materials.
- ❖ Organize and maintain postings, current events, resources, and crisis bulletin boards.
- ❖ Archive Women's Center publicity materials, media coverage, and photos in annual scrapbook.
- ❖ Maintain library database, inventory of books/publications, and make suggestions for future purchases.
- ❖ Must have previous office experience, keen organizational skills, an interest in archival scrapbooking, and communication skills.

#### **Publications Coordinator**

- ❖ Edit and publish W.I.R.E. (Women's Intra-campus Resource Exchange) on a quarterly basis.
- ❖ Manage publications volunteers.
- ❖ Must have strong writing skills and be familiar with Microsoft Publisher or other desktop publishing software.. Must exhibit proficiency in newsletter design and production.

## **Marketing Coordinator**

- ❖ Work with Special Events Coordinator and all other Coordinators to publicize Women's Center programs – including creating and distributing flyers, postcards, and mailings; listing events on the University calendar and in the Barometer; sending emails out to the Women's Center listserve, etc.
- ❖ Revise info for the Women's Center web site on a regular basis. This includes: updating the WC events page, library resources, quick links, support groups, sexual assault information, intern/volunteer opportunities, and the WC Advisory Committee page.
- ❖ Identify and implement new ways to market the Women's Center's services on campus, and to reach new users.

## **External Relations Coordinator**

- ❖ Work with cultural centers, student organizations, community women's organizations, university departments, and the WC Special Events Coordinator to co-sponsor local events, programs, workshops, and conferences. Serve on committees for events such as the Vagina Monologues and Take Back the Night.
- ❖ Maintain external relations with donors and supporters of the Women's Center, and with women of achievement on campus and in the community, by composing and sending thank you letters and notes of recognition/celebration.
- ❖ Work on fundraising projects like the "Pay Equity Bake Sale," book sales, and fundraising letter campaigns.

## **Outreach & Activism Coordinator**

- ❖ Work with cultural centers, student organizations, community women's organizations, university departments, and the WC Special Events Coordinator to co-sponsor local events, programs, workshops, and conferences. Serve on committees for events such as the Vagina Monologues and Take Back the Night.
- ❖ Maintain a daily awareness of the campus and community climate (e.g. staying updated through the Barometer and Gazette Times)
- ❖ Respond to current issues on campus (e.g. planning rallies, networking with other student organizations)
- ❖ With Volunteer & Recognition Coordinator, plan activism projects for OSU Women Studies students.

## **Volunteer & Recognition Coordinator**

- ❖ Create and manage a staff recognition program, including recognizing other staff members for a job well done, planning staff social events, and celebrating staff member birthdays and other achievements.
- ❖ Manage volunteer schedules and concerns.
- ❖
- ❖ With Outreach & Activism Coordinator, plan activism projects for OSU Women Studies students.
- ❖ Manage activism project volunteers.
- ❖ Create a volunteer list-serve.
- ❖ Facilitate regular volunteer staff meetings.
- ❖ Represent volunteer concerns at Women's Center staff meetings.
- ❖ Create and manage a volunteer recognition program.

## **Special Events Coordinator**

- ❖ Organize events that represent relevant local, national, and global women's issues (e.g. domestic violence awareness, sexual responsibility, Queer pride). **ALL** Coordinators have the opportunity to plan programs; however, the Special Events Coordinator takes primary responsibility for ensuring that a variety of topics are covered, and takes the lead in planning larger events.
- ❖ Develop and publicize a monthly calendar of events.
- ❖ Maintain program evaluations and conduct needs assessments of WC users.

**Women's Center Selection Process Checklist  
2004-2005 Academic Year**

- \_\_\_ 1. Carefully read entire application packet.
- \_\_\_ 2. Ask two individuals to serve as references for you in the selection process. (These should be people who can speak to your professional abilities, such as current or previous supervisors, advisors, professors, etc. - NOT friends or family members.)
- \_\_\_ 3. Turn in your completed application packet to the Women's Center by **Friday, April 30<sup>th</sup>**.  
Completed application includes:
- Women's Center staff application
  - The phone numbers and e-mail addresses of two references (letters of reference are not required, but we will contact references of finalists).
  - New applicants: one essay question
  - Returning staff applicants: three essay questions
- \_\_\_ 4. If selected for an interview, you will be contacted shortly after the deadline to schedule this.
- \_\_\_ 5. Your scheduled interview – Good Luck!
- \_\_\_ 6. All candidates will be notified of the final decision after the selection committee reviews interviews and application materials.

# Women's Center Coordinator Application

## I. Personal Information (please print neatly)

Name: \_\_\_\_\_  
(last) (first) (middle)

OSU ID#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address:  
(local) \_\_\_\_\_  
(street) (city) (zip)

(permanent) \_\_\_\_\_  
(street) (city) (zip)

Phone: (local): \_\_\_\_\_  
(permanent): \_\_\_\_\_

## II. Academic Information

Expected number of completed credit hours by Fall 2004: \_\_\_\_\_

Class Standing by Fall 2004: First-Year Sophomore Junior Senior Grad Student

Major: \_\_\_\_\_ Expected graduation date: \_\_\_\_\_

Minor: \_\_\_\_\_

Colleges Attended: \_\_\_\_\_ Dates of Attendance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you qualify for Federal Work Study? (circle one) Yes No

## III. Position Preferences

After reading the enclosed Coordinator position descriptions, please rank the following 1-7 based on your level of interest:

- |                                      |   |
|--------------------------------------|---|
| _____ Office Coordinator             | _____ Volunteer & Recognition Coordinator |
| _____ Publications Coordinator       | _____ Outreach & Activism Coordinator     |
| _____ Marketing Coordinator          | _____ Special Events Coordinator          |
| _____ External Relations Coordinator |   |

#### IV. Work Experience

Organization	Title	Duties	Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

#### IV. References

Please list below the names of two individuals you will ask to serve as references. The two references should come from individuals who are able to speak objectively of your skills and abilities in a work environment.

Name of reference	E-mail Address	Phone	Title/Relation
1. _____	_____	_____	_____
2. _____	_____	_____	_____

I certify that the information I have provided in this application is valid. I have made the effort to accurately represent myself as a candidate for the Women's Center Staff position at Oregon State University. I understand that access to my academic records will continue throughout my employment as a Women's Center staff member and that I may be placed on job probation and/or be subject to dismissal if I fail to remain a full-time student in good academic standing with the University.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

#### V. Essay Questions

Please read all of the following questions. Your answers should not exceed one 8.5x11 sheet per question. Include your name and question number in the top right hand corner of each sheet. You will be scored on content, relevance, and neatness.

IF APPLYING FOR A NEW POSITION:

- 1) Looking at the criteria for the position and the job description, please describe why you want to be a Women's Center Coordinator. What strengths can you bring to the position, and in what way can this position further enhance your growth and development?

QUESTIONS FOR STAFF RE-APPLYING ONLY:

- 1) Why are you applying for another year as a Women's Center staff member?
- 2) In what ways would you challenge yourself as a returning staff member?
- 3) Thinking of the past year, what things would you do differently if you were rehired?

**TEXAS A&M UNIVERSITY-CORPUS CHRISTI  
COORDINATOR, WOMEN'S CENTER FOR EDUCATION & SERVICE**

The Women's Center for Education and Service at Texas A&M University-Corpus Christi seeks a dynamic, creative, and gender-sensitive individual to fill the position of Coordinator. The Coordinator is a full time position with an office in the University Center. The Women's Center has been in operation since 1995 and has a large volunteer base, including a 22-seat Board of Directors. The selection process will result in a candidate recommended by the Board of Directors with final approval by the Provost/VPAA,. The appointment will begin August 1, 2001.

**Qualifications**

1. Education: Bachelor's degree required, with coursework or research in gender studies or diversity issues.
2. Experience: 2 years experience in planning and implementing programs and presentations. Demonstrated ability to work effectively with students, staff, faculty, administrators, volunteers, and the external community. Excellent English writing, speaking, and listening skills. Demonstrated ability to work effectively with a high degree of autonomy. Background in gender studies, event planning, experience in budgeting, and supervision in a professional setting.

**Responsibilities**

The individual selected must have a commitment to further developing the Center with a vision for reaching short-term and long-term goals. The individual works in conjunction with the Director and Board of Directors to achieve these goals. The Coordinator is responsible for the operations of the Center, including its services and programs. The Coordinator manages fiscal matters including budget, expenditures, and program allocations. Coordinates Center programs and services related to diversity education, in cooperation with constituencies. Oversees office staff, organization, and maintenance. Recruits and works with volunteers. Represents the Center internally to the university, externally to the local community and to the broader community of professional organizations. Travels and establishes networking relationships with other centers and constituencies. Coordinates and schedules the work of standing committees and task groups. Plans special events sponsored by the Center. Provides service appropriate to the Center's purpose and goals; seeks advice and recommendations from the Board of Directors, its officers and the Director; performs other duties the Board of Directors deems appropriate. Supervised and evaluated by Director of the Women's Center.

To Apply: In order to ensure full consideration, please submit by July 13 a university application, a resume, a cover letter detailing your interest in the position, and the names, addresses, e-mail addresses, and phone numbers of three references to Dr. Holly Patterson-McNeill, Department of Computing and Mathematical Sciences, Center for Instruction 334, Texas A&M University-Corpus Christi, 6300 Ocean Drive, Corpus Christi, TX 78412. E-mail inquiries to [holly.patterson-mcneill@mail.tamucc.edu](mailto:holly.patterson-mcneill@mail.tamucc.edu)

Texas A&M University-Corpus Christi is an equal opportunity employer committed to diversity.