Online Ad

**Director Women’s and Gender Center**

Amherst College is currently accepting applications for the Director of the Women’s and Gender Center. The Center serves as an important resource to the campus community in building and supporting gender-focused initiatives and student engagement.

Within the last decade, Amherst College has profoundly transformed its student body in terms of socioeconomic status, ethnicity, race, and nationality. Today, nearly one-quarter of Amherst’s students are Pell Grant recipients; 43 percent of our students are domestic students of color; and 10 percent of our students are international students.

Reporting to the college’s Chief Diversity Officer, the Director oversees staffing, day-to-day operations, and programming of the Women’s and Gender Center in support of the mission of the newly created Office of the Chief Diversity Officer. The Director works in collaboration with the Queer Resource Center and the Multicultural Resource Center among other campus partners including the Office of Student Affairs to enhance the quality of students’ college experience through educational, social, and cultural programming that focuses on women’s and gender issues as well as through leadership opportunities. The Director works primarily to support women students at Amherst College while also serving as a resource for the entire campus community on issues of gender identity, performance, expression, and related topics including intersections of identities, men and masculinity. Additionally, the Director serves as a programming resource for student groups including gender-based groups.

**Key Responsibilities:**

**Management:**
- Management of the day-to-day operations of the Women’s and Gender Center.
- Hire, train and supervise student employees.
- Gather data and prepare annual reports.
- Budget planning and monitoring of expenditures.
- Manage Center website and other forms of social media.

**Program Planning:**
- Develop and deliver programs that support the intellectual and professional achievement of women students and community members.
- Promote faculty, staff, and community involvement through intellectual, social, and cultural programs that focus on gender and inclusion.
- Assist in the promotion and integration of engagement, mentorship, and leadership programs in collaboration with campus partners.
- Serve as a programming resource to gender-based student groups.

**Collaboration:**
- Serve as a resource to and work collaboratively with campus offices.
- Serve as a member of the Diversity Programming Board.
- Serve on campus-wide committees and working groups as needed.

Commitment to diversity and inclusion at Amherst College:
- Engage in professional development activities.
- Must be available and flexible to work evening and weekends as needed.
- Other duties as assigned.

We invite candidates who are eager to assist the Office of the Chief Diversity Officer in achieving its goals for co-creating an inclusive campus community at Amherst College to apply.

Minimum Qualifications:
- Bachelor’s Degree
- At least two (2) years of related employment experience.

Preferred Qualifications:
- Master’s degree in Women’s Studies, Gender Studies, Sociology, Higher Education, or related field.
- At least three (3) years of experience in developing, leading, and administering programs focused on gender equity, intersectionality, and the needs of women.
- The successful candidate will possess knowledge of issues affecting women on college campuses and experience in addressing those issues; knowledge of student development theory, diverse populations, and budgeting practices.
- Excellent communication, presentation, interpersonal, and organizational skills.
- Commitment to a student-centered approach and building relationships with underrepresented students.
- Experience facilitating diversity trainings and workshop presentations.

Interested candidates should submit a cover letter, resume, and the names and contact information of three professional references. A review of applications will begin immediately and continue until the position is filled.

To apply online, please visit our web site at https://jobs.amherst.edu

Amherst College is an equal opportunity employer and encourages women, persons of color, and persons with disabilities to apply. The College is committed to enriching its educational experience and its culture through the diversity of its faculty, administration, and staff.