Director, Carolina Women’s Center

The University of North Carolina at Chapel Hill invites applications and nominations for the position of Director of the Carolina Women’s Center. The Director will lead the Center in fulfilling its mission—to create an inclusive education and work environment where gender is not a barrier to success, difference and diversity are celebrated, and everyone is safe to live, learn, teach, and work without threat of harm or unequal treatment—through advocacy, education, outreach, and support in areas of concern to the women of UNC-Chapel Hill and their colleagues.

The Center, which was established in 1997, aims to improve the status of women and provide an infrastructure to represent women’s interests on issues such as health, campus security, childcare, professional development, pay equity, and the campus climate for women students, faculty, and staff. It also works to increase awareness of the intersection of gender with a range of identities and issues.

The Director of the Carolina Women’s Center has overall responsibility for the activities, programs, and operations of the Center. Specific responsibilities include the following:

- **Strategic planning (25%).** The Director collaborates extensively with faculty, staff, administrators, and students from all areas of the campus as well as with alumni and community partners to identify needs, establish a shared vision and purpose, set directions for the Center, and stimulate responsive and innovative programs and activities. Collaborators include the Employee Forum, Human Resources, Student Affairs, the Office of Diversity and Multicultural Affairs, Campus Health Services, the Center for Faculty Excellence, student organizations, various faculty and staff groups and committees, and key community partners. The Director establishes advisory committees as needed to support and promote the Center.

- **Development, implementation, and evaluation of programs and services (50%).** The Director oversees the planning, implementation, and evaluation of the Center’s programs, initiatives, and activities to achieve strategic priorities focused on the separate and shared needs of faculty, staff, and students, with special attention to intersections among identities and interpersonal violence prevention and intervention. Ongoing needs assessment and program evaluation are essential to ensure relevance, accountability, and documentation of achievements.

- **Fiscal and administrative management and oversight (25%).** The Director is responsible for the sound financial management of the Center and its programs and for securing grants and gifts to support the goals of the Center. The Director sets priorities, effectively supervises staff, promotes effective teamwork, provides avenues of communication, fosters a culture of service and excellence, provides mechanisms for generating ideas and addressing concerns, evaluates performance, and provides opportunities for staff recognition and professional development. The Director works
closely with the staff of the Unified Business Cluster to promote the financial well-being and stability of the Center and assure compliance with the policies and practices of the University.

The position requires a minimum of a Master’s degree and progressively more responsible experience in developing, leading, and administering agencies or units focused on gender equity, intersectionality, and the needs of women. The successful candidate will possess many of the following attributes: knowledge of issues affecting women and experience in addressing those issues; visionary leadership; excellent skills in communication and in building positive working relationships with a wide variety of partners and constituents; expertise in program development and outcomes assessment; strong managerial, fiscal, and administrative abilities; an understanding of academic culture, policies, and procedures typical of major public research universities; demonstrated fundraising abilities; passion and drive; and commitment to best practices.

The Director reports to the Vice Provost for Academic Initiatives and prepares and transmits an annual budget and annual assessments of the Center’s and Director’s activities. This is a full-time, at-will EPA-Non Faculty position with the possibility of an adjunct faculty appointment.

The University of North Carolina at Chapel Hill is a comprehensive research university offering the highest academic quality and a culture of achievement and collaboration. Chartered in 1789, UNC is the oldest state university in the United States. The University enrolls 29,127 students, and is ranked in the top five public national universities by U.S. News and World Report. The University’s fourteen colleges and schools provide instruction offering 73 baccalaureate, 112 master’s, and 72 doctoral programs, as well as degrees in the health professions, law, social work, business, education, information and library science, and journalism and mass communication. The University is situated in the vibrant Town of Chapel Hill in the Research Triangle area of North Carolina.

Inquiries and may be addressed to Ms. Charlé LaMonica, Chair, Carolina Women’s Center Search Committee, at lamonica@email.unc.edu or 919-843-9408. Nominations may be addressed to Ms. LaMonica c/o Ms. Debbie Stevenson, 104 South Building, CB# 3000, The University of North Carolina at Chapel Hill, Chapel Hill, NC 27599-3000, or debbie_stevenson@unc.edu. Review of applications will begin October 2, 2014 and will continue until the position is filled. The expected start date is January 1, 2015.

To apply, go to [http://unc.peopleadmin.com/postings/50356](http://unc.peopleadmin.com/postings/50356) candidates should submit a cover letter describing their interest in and qualifications for the position, a curriculum vitae, and the names, titles, addresses, phone numbers, and email addresses of three references. All inquiries will be kept confidential in the early stages of the search process. Applicants will be directly solicited for permission before references are contacted.
The University of North Carolina at Chapel Hill is an Equal Opportunity Employer. Minorities, women, protected veterans and individuals with disabilities are encouraged to apply.