

Part Time Position:

Women's Center Coordinator

Enrollment Management and Student Affairs

Position Description: Under the supervision of the Student Government Association Advisor, successful candidate will design and implement a program for the Women's Center at New York City College of Technology.

Specific Responsibilities:

- To identify and develop internal as well as external partnerships that will help support the program's growth and success;
- To coordinate the Center's operations and supervise program staff;
- To identify and pursue internal as well as external funding sources and manage budget;
- To develop a yearly calendar of activities in coordination with other campus programs;
- To conduct surveys and use other research tools to gather information on which to base the program;
- To participate in the CUNY-wide committee on women's centers and other campus committees as appropriate;
- To lead the College's Women's Center Steering Committee;

Required Qualifications: Bachelor's Degree required, Master's degree preferred; in Social Work, Counseling, Higher Education Administration, Public Administration, Women's Studies, Sociology, or other relevant field. Experience and commitment to and understanding of issues related to women and diversity.

Part Time Position: 15 hours a Week

Salary: Commensurate with experience