

Associate Center Director - Women's Center
Tufts University

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Posted Jan. 8, 2025, set to expire Dec. 31, 2025

Job Title	Associate Center Director - Women's Center
Department	Tufts' Women's Center
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 8, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Affairs
Job Website	https://jobs.tufts.edu/jobs/21278?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The mission of Tufts' Women's Center is to work towards equality of all people, to claim control over our bodies and lives, to challenge patriarchal power structures, to educate, and to support and celebrate our achievements. The Women's Center works intentionally to address and end the damaging impacts of an enforced gender binary. The Women's Center particularly investigates gender at the intersections of other identities such as race, sexuality, class, and citizenship status. We are committed to intersectional feminism, fostering student leadership and creating spaces to identify and understand societal structures that relate to issues of power, privilege, and oppression. The Women's Center is within the Division of Student Diversity and Inclusion and works closely with the other identity base cultural centers to holistically support students, staff, and faculty.

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What You'll Do

Under limited supervision, the Associate Center Director applies subject matter expertise to develop, implement, supervise, and evaluate quality programs on issues related to multiple intersecting identities (i.e., gender, class, disability, sexual orientation, citizenship/nationality). In addition, the Associate Center Director will:

- Write grants and seek funding sources for Center programs and initiatives and conduct needs assessments.
- Work closely with and represent the Center with student-facing resources and departments including other identity-based resources, residential life and learning, the CARE office, faculty, and the departments within and beyond the division.
- Collaborate with Center Senior Director to complete all projects and programs connected to the Women's Center.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree
- Superb judgment and demonstrated excellence in organizational, managerial and oral and written communication skills
- 5 years relevant experience supporting student growth and development within an educational setting, preferably within a selective university or liberal arts college environment
- Awareness of how social identities will impact the experience of college students
- Strong background in understanding issues impacting the experience of students historically underrepresented at Tufts, including students of color, first-generation and undocumented students
- An awareness of various models for identity-based resource centers
- Demonstrated sensitivity, imagination, and effectiveness in developing educational and community programs
- Facility in designing programs and resources that consider cultural constructions of race as it intersects with gender, class, ethnicity, sexual identity, religion, and ability

Preferred Qualifications:

- Master's degree preferred with 3+ years related experience

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Special Work Schedule Requirements:

This is a hybrid position which requires on campus in-person interactions 3-4 days each week, as well as availability outside of regularly scheduled hours for emergency response and specific events.

Pay Range

Minimum \$64,550.00, Midpoint \$80,700.00, Maximum \$96,850.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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