



VANDERBILT
UNIVERSITY

PROGRAM COORDINATOR, MARGARET CUNINGGIM WOMEN'S CENTER

Position Summary:

Reporting to the Director for the Margaret Cuninggim Women's Center, the Program Coordinator is primarily responsible for developing events and programs that increase awareness of the influence that gender has in our lives by focusing on sexuality, sexual health, body image, and social justice.

Minimum Qualifications:

This position requires a Bachelor's degree and a minimum of 12 months experience.

Preferred Skills:

- Master's degree in higher education; women's, gender, or sexuality studies; social justice education; cultural or ethnic studies; or a related field
- Professional or graduate-level experience in student affairs
- Demonstrated knowledge of and experience in offering training and educational programs on gender and sexuality
- Experience coordinating services that benefit student families including case management, needs assessment and program implementation.
- Expertise in creating/conducting presentations, speaking effectively in public, and writing
- Ability to communicate with students, faculty, staff, and community members in a manner that promotes dialogue and understanding
- Outstanding organizational skills, including ability to prioritize, and carry out multiple assignments in a timely fashion with minimal direction
- Strong collaborative skills
- Ability to utilize current technology and social networking to enhance work
- Demonstrated commitment to diversity and inclusion is essential

Key Functions and Expected Performances:

- Work with campus and community partners to design, coordinate, and deliver university-wide events related to women's and gender issues for students, faculty, and staff.
- Provide resources, support, and referrals to students, faculty, and staff.
- Serve as an advisor or liaison to student organizations.
- Assist with the development and implementation of marketing and social media initiatives.
- Perform standard administrative tasks, including gathering program data, writing reports, managing budget expenditures, and more.
- Represent the Margaret Cuninggim Women's Center, the Dean of Students office, and Vanderbilt University on university, community, and national committees and boards.
- Other duties as assigned.

Additional Information:

- This is a full-time position.
- Shift hours and days may vary; generally Monday through Friday, though evening and weekend hours are regularly required.
- Background screens will be performed and education will be verified prior to employment. Please be prepared to provide required information and/or documentation.
- Vanderbilt is a smoke-free workplace in compliance with the Non-Smoker Protection Act, Tennessee Code Annotated 39-17-1801-1810. In accordance with that law and Vanderbilt policy, smoking is prohibited in all enclosed areas on Vanderbilt property.

Please visit <http://vanderbilt.jobs> and search for requisition number **1405967** to apply.