

COORDINATOR-PRESIDENT'S COMMISSION ON THE STATUS OF WOMEN*

Function of Job:

Under administrative review of the Chief Executive Officer, to recommend policy and advise the President on issues pertaining to the full participation of women at the institution, and to provide leadership to the campus community concerning women's issues.

Characteristic Duties and Responsibilities:

1. Meet regularly with the President in both individual and group meetings to provide counsel on matters pertaining to women's issues.
2. Initiate policy recommendations on gender-related issues through special reports to the President and Annual Report on the Status of Women, providing qualitative and quantitative data.
3. Provide leadership in overseeing Women's Commission, its standing Committees and work groups, initiating and supporting a network of women's organizations on the campus.
4. Develop and implement fund-raising strategies for projects/programs on women including the income generating membership program "Friends of the Commission", cultivation of major donors in conjunction with UNH Foundation, and preparation of proposals to public/private funding sources.
5. Design, implement and raise funds to support educational and networking programs for students, faculty and staff.
6. Produce newsletters, calendars, brochures and policy-related pamphlets to keep community informed of women's issues/events.
7. Interpret and encourage compliance with gender-related policy, including supporting and serving as advocate for campus organizations and staff/faculty/students on gender-related concerns, investigating grievances at individual request, educating on non-sexist language guidelines, and assuring that women are accurately represented in the media.
8. Supervise, train and evaluate support staff, interns and students.
9. Develop and manage Women's Commission budget.
10. Link the institution to state, national, regional and international organizations addressing women's issues.
11. Produce original scholarship pertaining to women and make appropriate presentations at national or regional conferences, as well as campus classes/events.
12. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in related field **and** three years of experience in organization(s) addressing women's issues in an educational environment.
2. Familiarity with gender-related issues, including childcare, violence and family policy.
3. Communication skills, both oral and written.
4. Fund-raising ability.
5. Tact, discretion and independent judgment.

Additional Desirable Qualifications:

1. Master's degree in related field.

8/29/91 _____
System Approval

8/29/91 _____

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 4/6/79 and revised 7/30/80 and 2/23/90.