Cornell Careers

Great universities depend on the talents of great people.

Do you have a passion for providing support to students and developing and implementing programs, projects and outreach? Do you have proven ability to serve and foster a community of support and advocacy and dedication to meeting the needs of student communities? We are seeking a dynamic, energetic, and student-focused individual to join our team to support our Women’s Resource Center (WRC) as an Assistant Director, Women’s Resource Center in the Office of the Dean of Students.

About the Resource Center:
The mission of the Cornell Women’s Resource Center (WRC) is to foster a more vibrant campus community by supporting the full and active participation of female students in both their personal and educational pursuits at Cornell. The WRC champions endeavors that support women's education, empowerment, and advancement at Cornell and beyond. The WRC is dedicated to serving the entire Cornell community with mutual respect, honesty, and openness. The WRC values people of all genders coming together to end sexism and all forms of oppression along with maintaining an environment where all are free to affirm and celebrate their differences and commonalities. For more information on the WRC, click here.

Key Deliverables:
In this role you provide support to students and develop and implement programs, projects, and outreach on campus related to women and gender issues while serving and fostering a community of support and advocacy to our students. Other deliverables include:

- Create and implement sustainable department initiatives which focus on cultivating intercultural education, leadership development, and social justice issues specific to the women and gender issues.
- Design, coordinate, manage, and assess educational programs supporting the mission and goals of the Women's Resource Center such as: on-going weekly discussion programs, orientation and specific first year/transfer student events, large scale annual events such as Love Your Body Day, The Vagina Monologues, International Women’s Day, Women’s History Month, and various other social justice programs. Event budgets range from $50-12,000 and draw anywhere from 10-1,200 participants.
- Develop and maintain support mechanisms and resources for women and allies including networks that reach isolated community members.
- Provide on-going advising to various members of the Women’s Resource Center Advisory group.
- Stay abreast of campus/community/national issues and provide professional support to students in a proactive and evolving manner.
- Provide on-going support, budgetary and fiscal management ($50,000+), on-going advising, and attend weekly meetings of the women and gender related student organizations - especially the WRC Executive Board by providing logistical support, advising, budgetary management, and guidance with events and initiatives, as needed.

Rewards and Benefits
- World class, Cornell supported (funded), professional/educational opportunities.
- Competitive compensation, generous time-off and great benefits for individuals & families.
- Cornell Career/Life Balance opportunities such as: Onsite Daycare, Employee Degree Program, Adoption Assistance, Onsite Dining, Employee Wellness…and more. For more about Cornell’s benefits click here.

Core Competencies
We seek a dynamic individual who works well with students and has a proven track record of successfully developing and implementing programs, projects and outreach. Other requirements include:

- Bachelor’s Degree Required. Master’s degree preferred in Higher Education, Social Work, Public Health or similar field required. 2-4 years’ experience with student populations preferred.
- Understanding of intersectional feminist theory and gender identity-related issues, trends, and needs, especially pertaining to college students.
- Experience effecting change from within systems: ability to build relationships and maintain trust, to assess and balance the needs of various stakeholders, and to identify and advocate for achievable solutions.
- Competency in working with individuals and groups with a wide array of identity and life experiences, including gender, sexuality, class, race/ethnicity, disability, culture, religion, sexual violence, etc.

Diversity and Inclusion have been and continue to be a part of our heritage. Cornell University is a recognized EEO/AA employer and educator.
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For a more detailed description and to create a profile Apply Online and get connected to Cornell recruiters. Due to the high volume of responses, only those applicants who best match our needs will be contacted for an interview. To learn more about career opportunities and what makes us a great place to grow your career, please visit http://careers.hr.cornell.edu/.

**Cornell University** is an innovative Ivy League university and a great place to work. Our inclusive community of scholars, students, and staff impart an uncommon sense of larger purpose and contribute creative ideas to further the university’s mission of teaching, discovery, and engagement. Located in Ithaca, NY, Cornell’s far-flung global presence includes the medical college’s campuses on the Upper East Side of Manhattan and Doha, Qatar, as well as the new Cornell NYC Tech campus to be built on Roosevelt Island in the heart of New York City.

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