

POSITION DESCRIPTION

Program Coordinator, Five College Women's Studies Research Center

Organizational Unit	Academic Programs
Program/Project	Five College Women's Studies Research Center (FCWSRC)
Supervisor	Director, Women's Studies Research Center (external to FCI)
Hours/Week	35 (full-time)
Weeks/Year	52
Appointment Term	n/a
FTE (Calculated)	1.0
FLSA Status	Non-exempt
Date	November 4, 2022

Job Summary

The Five College Women's Studies Research Center (FCWSRC), located on Hampshire College campus, encourages engaged, intersectional feminist scholarship from diverse perspectives. The center hosts as many as fifteen scholars and activists from the Five College community, and from national and international sites each year. It fosters feminist community across disciplinary, national, and generational borders through seminars, workshops, and conferences, as well as more informal gatherings. The FCWSRC program coordinator provides administrative and intellectual support to the director, steering committee, and research associates. The coordinator is responsible for the daily operations of the center, including outreach and communications, planning and hosting events, coordination and daily oversight of the research associates program, and budget management and reconciliation. The program coordinator reports to the FCWSRC director, a role typically filled by a faculty member at one of the five institutions.

Importance of Diversity to our Educational Mission

Five Colleges, Incorporated and its five associated institutions (Amherst, Hampshire, Mount Holyoke and Smith Colleges and the University of Massachusetts Amherst) are committed to supporting and sustaining a diversity of people, backgrounds, experiences, ideas and points of view for the essential contribution this diversity makes to educational missions of our organizations. In support of this commitment Five Colleges requires all of its employees to work cooperatively and effectively with the diversity of people at the colleges (students, faculty members, other employees) and within the organization itself.

Duties

- Coordinate and manage ongoing programs and projects of the center and collaborate on developing and implementing new initiatives.

- Collaboratively plan and implement events, both at the center and at other five college locations, including on occasional evenings and weekends.
- Manage the research associates program, including developing promotional materials, responding to inquiries, coordinating application review and selection, and providing orientation and support for the research associate cohort. Maintain records and databases of alums.
- Produce and coordinate communications for the FCWSRC, including both design and dissemination in electronic and print formats. Allocate and monitor spending within the approved FCWSRC budget. Prepare periodic financial reports and budget requests.
- Prepare periodic reports of FCWSRC activities, including annual reports, while maintaining all files and archives of the FCWSRC.
- Support periodic leadership transitions.
- Serve as liaison to FCWSRC's host campus, including arranging for use of facilities and reporting maintenance needs.
- Hire and supervise student workers, as needed.
- Other related duties as assigned.

Minimum Qualifications

- Excellent oral and written communications skills, including editorial and proofreading skills.
- Excellent organizational skills, including effective multi-tasking.
- Experience with event planning and coordination.
- Ability to work independently and collaboratively, and to be self-directed.
- Demonstrated ability to work productively across departments/divisions and with individuals who hold varying positions within an organization.
- Experience engaging in diverse groups.
- Proficiency in Google Workspace.
- Willingness to learn and utilize unfamiliar technologies and tools.
- Experience in budget preparation, expenditure tracking, and reporting.
- Capacity to meet the physical expectations of the position, which include: ability to comprehend written and verbal communication; and ability to communicate effectively in person, by telephone, by videoconference, and via email.
- Ability to pass a post-offer background check.
- Ability to comply with Five Colleges, Incorporated's COVID-19 vaccination policy, or to qualify for an exemption.

Preferred Qualifications

- Experience in program coordination and/or project development and management.
- Experience in web page content design, editing, and maintenance.
- Demonstrated commitment to feminist scholarship and/or feminist community building.
- Bachelors or Associates degree, or equivalent experience.