

**Center Assistant**  
**Women's Center**  
**Northwestern University**

**Reports to:** Director & Director of Programs for the Women's Center

***Job Summary***

Oversees the financial and administrative operations of two Women's Center offices in the delivery of support services to students, staff and faculty. Is responsible for the Center's resource and referral information, publications and website. Under general direction, assists the director and director of programs by performing the supporting administrative, clerical and financial functions of the center. Supervises three to four work-study students.

***Position's Scope***

Manages departmental budgeting consisting of \$385,000 including balancing, reconciling income and expenses and closing at the fiscal year end. Position and office serves students, staff and faculty. Must maintain and protect highly confidential information on students, staff and faculty. Will supervise up to four work-study students.

Description of Principal Accountabilities (specify activities and end results)	% of Time	Essential Function (E) *
1. COMMUNICATIONS: Designs and maintains center brochures, flyers, cards and other forms of promotional materials for both campuses. Maintains center website, database, listservs and mailing lists. Has chief responsibility for maintenance of overall resource and referral information. Prepares and types center reports and publications, distributes center materials.	30%	E
2. FINANCIAL DUTIES/BUDGET PLANNING: Processes financial transactions of the center (e.g., CUFS/EPPS, manages petty cash fund). Maintains all financial records of both the Evanston and Chicago campuses and its projects and generates monthly financial reports.	25%	E
3. OFFICE MANAGEMENT: Telephone and walk-in reception, serves as primary coverage for front desk and organizes coverage when attending to other tasks, assuring that customers are served in a timely and efficient manner. Coordinates the clerical duties of the department including the development and implementation of office procedures and policies and ordering supplies.	20%	E
4. PROGRAMMING: Assists with arrangement of educational programming including coordinating workshops, conferences and meetings involving the center. Makes arrangements to facilitate participant attendance. Serves as center liaison to designated groups providing information about center activities.	10%	E
5. COMPUTERS/EQUIPMENT MAINTENANCE: Assist staff and interns with computer/printer problems, providing basic technical support for software and hardware.	5%	E
6. ADMINISTRATIVE SUPPORT: Assists director and director of programs with correspondence, reports, meeting planning as necessary. Assist with annual report, surveys, etc.	5%	E
7. GENERAL: Provides annual training on front desk procedures of new psychology/social work interns and work-study students. Maintenance of center libraries and resource bulletin boards.	5%	
8. Performs other related duties as assigned.		

**Minimum Qualifications:** (Education, experience, and any other certifications/clearances)

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| <ol style="list-style-type: none"> <li>1. High school diploma required; college degree preferred.</li> <li>2. At least 2 to 3 years responsible experience with ability to plan, organize and assign work to others.</li> </ol> |
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**Minimum Competencies:** (Skills, knowledge and abilities)

1. Word processing skills and knowledge of database and spreadsheet applications; training and/or experience with Microsoft Word, Excel, DreamWeaver, a graphics program and other software applications.
2. Strong written, verbal and general communication skills.
3. Knowledge of bookkeeping practices and methods, attention to detail.
4. Ability to learn university accounting system and use of related computer technology.
5. Good communication skills and ability to work effectively with staff, students, faculty, parents and the public in an extremely busy and highly challenging environment.
6. Must have some knowledge of women's issues.
7. Important to be enthusiastic, an effective communicator and compassionate. Must be sensitive to and appreciate diversity, encouraging an understanding and respect for people's race, culture, sexual orientation, gender, religion, physical abilities, experience, age, and political choices.
8. Ability to work in a professional manner as both a self-starter and a team member.
9. Ability to maintain confidentiality and handle sensitive information with discretion.

**Preferred Competencies:** (Skills, knowledge and abilities)

1. Creative, artistic flair with publications. Some experience in design of publications.