



DATE ISSUED: 06/07
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director, Center for Student Development

JOB SUMMARY

Performs a variety of services designed to enhance students' knowledge, understanding, and skills essential for academic success, personal development, and the exercise of leadership. Plans and supervises programs related to leadership and student governance groups that create an environment in which the student is offered distinct leadership opportunities. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Center for Student Development

Supervises: May supervise Dallas and Houston Student Life Coordinators, Graduate Assistants and Student Assistants.

PRIMARY DUTIES - *May include, but not limited to the following:*

Advises the Student Government Association Senate in program development, implementation, and evaluation.

Advises the Student Government Association officer election process.

Directs operations of the Student Life Coordinators at the Houston and Dallas campuses.

Coordinates a yearly leadership series for emerging and experienced student leaders.

Coordinates SLI (Student Leadership Institute) – a leadership retreat for students.

Coordinates a regional leadership conference.

Coordinates a summer leadership camp for freshmen students in connection with orientation.

Assists with the New Student Orientation program planning and implementation.

Assists with the development and presentation of the annual budget.

Evaluates current programs and develops new programs when appropriate.

Monitors the scholastic progressive student leaders.

Coordinates leadership development with other departments and universities.

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Counsels students for various leadership, personal, and school related matters.
Serves on various university committees.
Represents Student Development at activities and events.
Attends regional and national conferences pertaining to leadership.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge in accordance to University policy. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Teaches University 1011 course.
Performs other duties as requested.

EDUCATION

Master's degree in higher education, student development, counseling, or related field.

EXPERIENCE

Three years of related work experience advising students and student groups.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
Ability to apply budgetary and fiscal planning techniques within financial constraints.
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
Ability to communicate effectively -orally, by phone, in person, and in writing.
Ability to use a personal computer and other office equipment.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

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Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.