



DATE ISSUED: 07/08
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director, Commuter and Distance Services

JOB SUMMARY

Provides a variety of services designed to enhance distance education students' knowledge, understanding, and skills essential for academic success, personal development, and the exercise of leadership. Plans and supervises programs related to student organizations and student governance groups that create an environment in which distance learners are offered distinct leadership opportunities. Performs work in the development, management, coordination, implementation, and supervision of Student Life programs relating to students earning their education on-line. This position coordinates communication efforts and systems, and is responsible for needs analysis, program and service evaluations, and logistical coordination. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Commuter and Non-Traditional Student Services

Supervises: No supervisory responsibilities

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

Promotes and delivers existing Student Life services, activities, organizations, and volunteer opportunities to distance learners through the effective use of web sites, chat, multimedia, online communities, email lists, publications, etc.

Assists in the development of new student life services and activities as needed for distance learners that will connect them to the TWU campuses.

Conducts research through the use of surveys and literature reviews in order to be aware of students' needs as well as the latest trends regarding student services and online learners.

Advises Student Life about program development, implementation, and evaluation that impacts the distance learner population.

Coordinates student involvement and leadership development opportunities.

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Evaluates current programs and develops new programs when appropriate.
Coordinates leadership development with other departments and universities.
Counsels students for various leadership, personal, and school related matters.
Serves on various university committees.
Attends regional and national conferences pertaining to leadership, student services, and distance education.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

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

EXPERIENCE

Two years of related work experience program planning and advising students and student groups. Additional job-related experience, particularly in the area of information technology, marketing, project planning and implementation, multimedia, and/or technical writing is desired.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

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

Ability to plan, direct, and evaluate and 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.

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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 respond to emergency situations in a timely manner.

Ability to use a personal computer keyboard and read a personal computer screen.

Ability to create web pages and use various multimedia tools such as Photoshop, InDesign, Dreamweaver, Adobe Premiere Pro or other similar software to communicate available services to distance learners is preferred.

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 must be able 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 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 and /or outdoors. The noise level is usually moderate to loud. While performing the duties of this position, the employee maybe 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.

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Employee Signature: _____ **Date:** _____

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.