



**DATE ISSUED:** 02/09

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Assistant Director of Intercultural Services

### **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 student organizations, cultural programming, mentoring and outreach programs that create an environment in which the student is offered distinct leadership opportunities. Responsible for understanding, interpreting, formulating, and evaluating policies and procedures related to minority student organizations and cultural events. Work is performed under administrative guidance and performance evaluation 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 Office of Intercultural Services

*Supervises:* May supervise Graduate Assistants and Student Assistants

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

Responsible for coordinating, implementing, evaluating and overseeing and reporting on P-16 programs, including but not limited to Go Center, G-Force, Mobile Go Center, Work-Study Mentorship Program, College Enrollment & Readiness Workshops activities and/or events. Advises the G-Force Student Organization in program development, implementation, and evaluation including the coordination of activities for Go Centers housed in high schools. Handles day-to-day activities for Go Centers/G-Force including attending both general G-Force meetings and Regional & Executive G-Force meetings. Advises the First Generation College Student Program and HB 1403/SB 1528 students in program development, implementation, and evaluation, including college enrollment workshops and financial aid assistance.

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Coordinates, facilitates and implements day-to-day activities and schedules for Mobile Go Center.

Facilitates recruitment and retention programs for minority student and first generation college students in cooperation with the Office of Admissions.

Recruits, trains and orients new student leaders for student success and outreach programs.

Coordinates student involvement and leadership development opportunities.

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 and recruitment and retention program participants.

Maintains database and tracking system for program participants including G-Force, First Generation College Student Program, and HB1403/SB1528 students.

Coordinates leadership development with other departments and universities.

Advises students for various leadership, academic, and other school related matters.

Serves on various university committees.

Represents The Office of Intercultural Services at activities and events at TWU and within the community.

Attends state and local trainings, meeting, and conferences.

### ***ADDITIONAL DUTIES***

Assists with the URRS Reports, the Cultural Connection Conference Series program planning and implementation.

Coordinates cultural celebrations at the Denton, Dallas and Houston campuses.

Serves on various university committees.

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. Bilingual Skills are preferred. Additional education beyond a Master's degree may substitute for some of the required experience.

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

Ability to work irregular (evening, weekend) hours.

Ability to work with a diverse student population.

Ability to demonstrate an understanding of group development.

Ability to handle multiple projects and coordinate a large number of student volunteers.

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Recurring peak periods of work, irregular hours, short deadlines, and limited staff require a substantial level of physical stamina.

Ability to respond to emergency situations in a timely manner.

Ability to organize work effectively, conceptualize and prioritize objective and exercise independent judgment based on an understanding of organized policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and public.

Ability to communicate effectively, orally, by phone, in person, and in writing.

Ability to use a personal computer and other office equipment.

### ***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***

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

### ***SAFETY***

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*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.***