



DATE ISSUED: 08/08

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director, Operations of Student Union

JOB SUMMARY

This position oversees the daily operations of the Student Union, including building reservations, sets up, marketing, and scheduling of all daytime, evening, and weekend employment. Works closely with Conference Services, Facilities Mgmt, ITS, and Academic Departments to ensure quality programming and services. Coordinates departmental financial responsibilities including daily deposits, IDTs, requisitions, and purchase orders. Coordinates departmental travel arrangements. Maintains and updates departmental web pages and marketing pieces. Advises Student Union Art Gallery Board. Updates all policies and procedures in written format as needed. Work is performed under general 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, Student Union

Supervises: May supervise Student Assistants

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

Conducts word processing, marketing, and web site updates.
Performs event scheduling and planning.
Performs general office duties such as filing, phone, copies, etc.
Designs programming and room reservation forms.
Assists with marketing for Dallas and Houston Student Life programs.
Assists in budget planning.
Assists in new student orientation programs/pioneer camp.
Assists in updating building policies and procedures.
Advises Student Art Gallery Board
Assists Student Development Specialist in programming efforts.

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Serves on division and university wide committees as needed.
Serves as Office webmaster.
Serves as lead office contact in director's absence.
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

Teaches a section of University 1011 course during fall semester as needed.
Performs other duties as requested.

EDUCATION

Masters Degree in job related field of study.

EXPERIENCE

Three years of progressively responsible experience in the fields of Student Development, Facility Administration or a closely related area. Additional job-related experience may substitute for required degree on a year- for year basis.

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 respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

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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 operate a personal computer and 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 and/or outdoors. The noise level is usually moderate to loud. 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:** _____

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.

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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.