



**DATE ISSUED:** 09/07  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Assistant Director, Programs

### **JOB SUMMARY**

Responsible for the planning, coordination and execution of variety of services and programs in order to positively impact the retention of underrepresented students. This position will be responsible for budgeting, staffing, program design and implementation. Responsible for understanding, interpreting, formulating, and evaluating policies and procedures related to mentoring and retention programming. 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 Intercultural Services

*Supervises:* May supervise Graduate Assistants and Student Assistants.

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

Coordinates, facilitates and evaluates the mentoring programs, including SUCCESS mentoring program and sophomore learning community (mentoring program).

Plans, coordinates, implements and evaluates intercultural programs and projects aimed at retaining underrepresented student populations.

Enhances programs and collaborations with various offices and departments to plan and implement various programs at all TWU campuses.

Monitors the scholastic progress of student leaders.

Responsible for coordinating all publications regarding mentoring programs and cultural and diversity events including brochures, programs, and other miscellaneous communication.

Completes evaluations, program reports and follow ups with assessments of these programs

Assist with advising multicultural student organizations and programs, including, Multicultural Student Network, Ally Program, and Cultural Connection Conference Series

Works with a diverse student population

Assists with cultural programs at the Dallas, Houston, and Denton campuses

Schedule facilities, media equipment for all presentations at all mentoring and retention events.

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Counsels students for various leadership, personal, and school related matters.  
Attends regional and national conferences pertaining to leadership and orientation.  
Assists with the development and presentation of the annual budget.  
Serves on various university committees.  
Represents the Intercultural Services at activities and events.

***ADDITIONAL DUTIES***

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 in multicultural setting, advising students and/or student groups.

***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 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**

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**

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.*

**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.***