



DATE ISSUED: 03/08
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director, Residential Academic Programs

JOB SUMMARY

The Assistant Director for Residential Academic Programs is directly responsible for the management of the academic learning community program at TWU that promotes student learning and academic success, which includes the implementation of structured learning communities, integrated programs and services, budget management, supervision, assessment and evaluation, and planning efforts with academic departments. Work is performed independently under limited supervision and within general policy standards 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: Assistant Director of University Housing and Director of University Housing

Supervises: Secretary and Peer Advisors

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

Directs the implementation and expansion of the Texas Woman's University learning community programs.

Works directly with academic and Student Life departments to refine existing programs and develop new programs.

Coordinates the Neighbors Educated Together (NET) and First Year Connections (FYC) University 1011 classes in conjunction with the Director of the Academic Advising Center.

Coordinates and teaches a section of the student leadership seminar for Resident Assistants.

Establishes, measures, and interprets outcomes related to learning community goals using various sampling methods, benchmarking with national data.

Directs the departmental assessment and evaluation program, working directly with the Director of University Housing and Assistant Directors on the ongoing Institutional Effectiveness plan.

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Serves as the advisor for the Living Learning Community (LLC) Council and the National Residence Hall Honorary. Provides leadership training, direction and resources for the students elected to these organizations.

Supervises the academic Peer Advisors and Secretary, which includes recruitment, selection and evaluation.

Prepares and manages the learning community budget.

Plans and implements programs and field trips with the faculty working with the learning community programs.

Publishes a semester calendar of events for the students as well as for the faculty and staff working with the program.

Serves as a residential conduct review officer for the department.

Coordinates the recruitment and registration program for the learning community program.

Coordinates the annual recognition banquet and program for the Learning community program involving students, faculty and staff.

ADDITIONAL DUTIES

Serves on and chairs departmental committees.

Performs other duties as requested.

EDUCATION

Master's degree in student personnel, higher education, counseling or a related area

EXPERIENCE

A minimum of four years of professional experience and supervision in residence life.

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

Knowledge of current learning community, assessment and evaluation, organizational development and business management practices relative to area of assigned work.

Understanding of university priorities, policies, and procedures.

Ability to work effectively with students, staff, management and administrative officials.

Ability to plan, execute, and evaluate activities to reach long and short term goals of the department and the university.

Effective organizational and time management skills.

Ability to personally evaluate multilevel residence hall facilities, which includes walking stairs to deal with crisis situations.

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.

Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.

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

Ability to use a personal computer and other office equipment.

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 required to stand; walk; climb stairs; 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 and 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.

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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.