JOB DESCRIPTION

TITLE

Assistant Director, Student Life - Dallas

JOB SUMMARY

The Assistant Director is the liaison between the Dallas Campus and Student Life Offices (i.e., Career Services, Fitness and Recreation, Student Union, and Student Health Services) across the Denton Campus. The Assistant Director duties encompass the coordination of programs, events, and committees. Performs supervision and management of Dallas Campus Student Life facilities and the Student Life programs offered. Responsible for student development activities, and providing information to students about services. Work is performed under minimal supervision within established policies and procedures with considerable independence 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, Center for Student Development

Supervises: Student Development Specialist II, Graduate Assistants, and Student Assistants

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

- Supports and provides leadership for all programs and initiatives originating in Student Life-Dallas. Main point of contact for all Denton Student Life and Student Success Offices.
- Serves as the Dallas Campus Review Officer. Coordinates scheduling of Review Committee members for hearings as appropriate with facilitator along with author of report and alleged violator.
- Serves in an advisory capacity for students considering the appeal process and involved in Code of Conduct and Academic Dishonesty cases.
- Facilitates the processing of student employment paperwork for all departments on the Dallas campus hiring student assistants.
• Develops, prepares, and monitors Student Life-Dallas operating, revenue, and SGA annual budgets. Presents budget requests to Student Service Fee Committee annually.
• Coordinates the communication and distribution of student health insurance program information. Serves as liaison with Student Health Services. Schedules immunization clinics each semester. Acts as a resource for frequent questions about meningitis, TB blood tests, required titers, and required insurance.
• Facilitates and coordinates the Dallas New Student Orientation processes in partnership with the Dallas academic program directors.
• Serves as liaison with ID Card and Dining Services, Creates ID badges which includes collecting money for replacement badges. Makes entries into CBORD as necessary and collects money weekly from CBORD machine. Manages basic troubleshooting of CCure, clearance area access, printer, and CBORD.
• Facilitates University withdrawal process for students at the Dallas campus, including communication with faculty of the request and requesting grade as appropriate.
• Reviews and documents absences of students who have been absent from classes. Communicates the basics to instructors.
• Responsible for Student Life-Dallas website and all printed publications. Updates content regularly. Updates calendar, Facebook, and Twitter.
• Onsite responsibility for Fitness Center, including overseeing cleaning, enforcing locker policies, point of contact for new equipment and quarterly maintenance, and basic troubleshooting.
• Advises and supports students requesting disability accommodation and serves as a liaison with Disability Support Services.
• Develops goals and objectives for student development programs and services.
• Assists with the development, interpretation and enforcement of University and departmental policies and procedures.
• Responsible for inventory control for Student Life areas on the Dallas Campus.
• 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**

• Schedules legal services advisor appointments for students seeking legal counsel with the university’s lawyer for students.
• Facilitates Student Life Emergency Loan process.
• Participates on division-wide and university-wide committees.
• Attends training workshops and conferences.
• Performs other duties as requested.
EDUCATION

Master's degree in college student affairs, counseling, higher education, or closely related field required.

EXPERIENCE

Four years of general experience in the area of student life required. Student developmental programming, supervisory, and human relations experience helpful.

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:

- Working knowledge of student development theory and good practices.
- Excellent public speaking skills with experience in conducting training workshops.
- Ability to provide leadership and mentoring to student populations and to respond appropriately to stressful situations.
- Ability to network across departments and programs.
- Demonstrated commitment to diversity.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

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 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. Hours outside the normal workday may be required.

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: ________________

Employee Printed Name: ____________________________

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.