



DATE ISSUED: 05/10
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Graduate Program Director

JOB SUMMARY

Performs coordinative and supervisory work in the facilitation of implementing Graduate program related activities. Responsibilities include providing support to EMBA, MBA, MHSM, and Dual MBA/MHSM students in Denton, Houston and other learning locations. Provides planning and expertise in area of program. Work is performed under minimal supervision 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: Department head

Supervises: May supervise program staff, volunteers, Graduate Assistants, and Student Assistants

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

Advises EMBA, MBA, MHSM, and Dual MBA/MHSM students in Denton, Houston, and currently three other learning locations.

Supports University efforts in achieving enrollment goals.

Coordinates, monitors, and implements Graduate program related activities, following policies and procedures.

Coordinates and maintains EMBA communication materials.

Maintains good public relations and customer service.

Provides Graduate Administrative support.

Meets and collaborates with faculty and other staff members to ensure continued success of Graduate Programs.

Develops, monitors, and maintains Graduate Degree Plans and Graduate Completion documents.

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Ensures proper reporting and administration of Graduate program requirements.
Coordinates classroom space for EMBA classes in our learning locations including off campus sites.
Provides logistical support for all Graduate programs and locations.
Collects, manages, and edits data for Graduate program reports.
Develops technical written materials for processes relating to Graduate programs.
Develops and maintains an effective record keeping and monitoring procedure.
Ensures that support services are provided to the Program and community.
Works with outside agencies.

ADDITIONAL DUTIES

Assists with scheduling classes.
Performs other duties as requested.

EDUCATION

Master's degree required.

EXPERIENCE

Two to Three years experience in a generally related area.

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:

Knowledge of Program Administration, practices, methods and Online Program standards.
Ability to organize and multi-task.
Ability to plan, direct, and evaluate a operations.
Ability to communicate effectively both orally and in writing.
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
Ability to plan and allocate work load accordingly.
Ability to provide ongoing training and supervision as needed for the Graduate Programs.
Ability to work under pressure and handle multiple projects simultaneously.
Ability to work occasional evenings and weekends.
Ability to use a personal computer and other office equipment.

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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. The noise level is usually 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.