



DATE ISSUED: 11/07
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Associate Director, Leadership Institute

JOB SUMMARY

The Associate Director is responsible for assisting in the development, initiation, and assessment of the TWU Leadership Programs. Performs duties that encompass independent, responsible, and financial processes that contribute to the growth of the institute. Work is performed under minimal 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: Executive Director of the Leadership Institute

Supervises: May supervise clerical staff and student assistants

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

Initiates self-assessment tool processes that capture success and growth of students in the program.

Assists in developing programs designed to expand student leadership opportunities such as workshops, conferences, and speakers.

Develops both internal/external mentoring programs for students.

Coordinates with academic faculty, Division of Student Life, and other universities as appropriate to implement and constantly upgrade institute programs.

Provides input to the budget for the TWU Leadership Institute.

Develops external funding opportunities.

Develops, with assistance of Lifelong Learning Department, on-line opportunities to expand availability of leadership knowledge to a wider audience.

Develops and executes program opportunities that allow for additional internship experiences which increase student skills in problem solving and critical thinking processes.

Represents the University and the Leadership Institute to various constituencies as may be required.

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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

Performs other duties as requested.

EDUCATION

Master's degree in Student Personnel, Management, Education or a related field required.

EXPERIENCE

Three years professional experience in higher education, or management including progressively responsible leadership roles.

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

Knowledge of leadership.

Ability to organize work effectively, conceptualize and prioritize goals and organizational policies and activities.

Ability to provide administrative guidance within area of responsibility.

Ability to understand budgetary and fiscal planning techniques within financial constraints

Ability to work effectively with a diverse population.

Strong communications, organization, project management, and supervisory skills required.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

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 use a personal computer and other office equipment.

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.

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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 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 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

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.

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.

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All positions at Texas Woman's University are deemed security sensitive requiring background checks.