



DATE ISSUED: 10/07

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Campus Manager – Houston Center

JOB SUMMARY

Responsible for the daily operation of Texas Woman's University Institute of Health Sciences-Houston. Directs Enrollment Services Center and staff. Serves in a liaison capacity with the staff of the Center and the Vice Presidents of the University. 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: Associate Provost

Supervises: Coordinator Central Services, Coordinator, Enrollment Services, Sr. Administrative Assistant, Business Accountant and non academic support staff

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

Supports the University through liaison with the Vice Presidents who are responsible for their individual areas of Academic Affairs, Student Life, Finance and Administration, Institutional Development and Information Technology.

Ensures implementation of all policies/instructions from the Chancellor and Vice Presidents, exercising judgment and *making* recommendations in the absence of policies.

Directs operation of the Enrollment Services Center and supervises Center staff collaboratively with reporting officials in Denton.

Provides input for the performance evaluation of staff in the Enrollment Services Center.

Supervises selected administrative staff of the Center, establishes job standards and evaluates staff under charge in accordance with University policy.

Provides administrative support for the faculty and academic leaders through regular contact with academic leaders, providing a single point of contact for resolution of difficulties.

Oversee operations that cross divisional lines / involve the entire campus e.g., Orientation/ Recruitment / Commencement;

Coordinates with staff on operational issues, keeping lines of communication open. e.g., late registration hours, building hours, security.

Manages operational issues, mediating between competing demands e.g., space allocation/assignment; and represents the University at selected Texas Medical Center meetings.

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

Assembles and maintains data and prepares reports
Performs other duties as requested.

EDUCATION

Master's degree required. Additional job-related experience and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

Four years of progressively responsible administrative experience.

REQUIREMENTS

Valid Texas driver's license and a safe driving record such as required by the university for Driver's Authorization.

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 working relationships with students, faculty, staff, and the public.

Ability to supervise and *coordinate supervisory responsibilities with the Denton supervisors*;

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.

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.

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

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 maintains 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 ensure 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

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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.