



DATE ISSUED: 09/05
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Coordinator, Student Life - Houston

JOB SUMMARY

Performs supervision and management of Houston Campus Student Life facilities and the Student Life programs offered. Responsible for student development activities, provides information to students about services, serves as Student Life liaison between the Houston Campus and Denton Campus and other administrative needs. 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: Secretary and Student Assistants

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

Recruits, selects, trains, supervises, and evaluates student leaders and officers.
Develops goals and objectives for student development programs and services.
Plans, markets, and implements student development programs and services for the Houston Campus.
Provides leadership and advisement to the Houston Campus students and organizations.
Coordinates student leader training at the campus.
Serves in an advisory capacity for students at the Houston Campus.
Serves on the Houston Campus code of conduct review committee.
Facilitates the Houston Campus student orientation process.
Assists with the development, interpretation and enforcement of University and departmental policies and procedures.

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Coordinates the communication and distribution of the student health insurance program information, provides information about local access to university sponsored health care facilities, and serves as the liaison with Student Health Services.

Encourages and initiates interaction between faculty/staff, students, and university community.

Coordinates the communication and distribution of fitness facility information and serves as a liaison with Wellness Services.

Coordinates the communication and distribution of international student support services and serves as a liaison with the Office of International Education.

Advises and supports students requesting disability accommodation and serves as liaison with the Disability Support Services Office.

Monitors operating budgets and prepares annual budgets for student development and student government.

Coordinates purchasing for student development and student government

Facilitates the university withdrawal process for students at the Houston Campus.

Responsible for inventory control for student life areas at the Houston Campus.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

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

EXPERIENCE

Two years of general experience in the area of student life required. Student developmental programming, supervisory, and human relations experience helpful. Additional job-related experience may be substituted for required education on a year-for-year basis.

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

Working knowledge of office practices and methods.

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.

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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 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 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

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

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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.