



DATE ISSUED: 02/09
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director of Academic Outreach

JOB SUMMARY

This position provides leadership and outreach functions for the University to ensure effective partnerships between Texas Woman's University and public and post-secondary school, business, and community stakeholders. Responsibilities include; promotion of a comprehensive and coordinated agenda in university projects intersecting with P-12 Education and community college districts; establishing effective communication links with state agency representatives in P-16 related areas, participation on state and regional P-16 and related councils; and research and analysis of federal and state policies affecting teacher preparation, college readiness, and seamless education practices. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Provost/Vice President for Academic Affairs

Supervises: Support staff

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

Participates in institutional strategic planning and provides leadership in developing sound seamless education policy and practices.

Develops and supports outreach programs with public and private education stakeholders.

Collaborates with area school districts and institutions of higher education to identify and secure partnered local, state, and federal funding.

Works with independent school districts to establish dual enrollment agreements.

Coordinates dual enrollment programs with deans and chairs of the academic departments involved in delivery of dual enrollment classes.

Monitors and assesses the effectiveness and impact of dual enrollment programs.

Initiates and coordinates contacts and partnerships with community college districts and academic programs.
Coordinates with staff in enrollment management, the office of undergraduate education, and in the academic colleges to establish community college partnerships and agreements.
Monitors and assesses the effectiveness of community college partnerships and agreements.
Provides leadership for university initiatives in workforce development, through active participation in area Chambers of Commerce and related corporate/business partner organizations.
Maintains active P-16 Web presence to recognize effective collaborative programming and the faculty and staff responsible for their success.
Convenes and directs the TWU P-16 Leadership Council.
Presents public talks and media interviews as appropriate and in the best interests of University programs.
Oversees operational budget for the Coordinator's office and assists with departmental budget process.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Doctorate in Education or related field.

EXPERIENCE

Professional background in college-level academic programs; substantial experience addressing national, state and regional policy issues affecting P-20 education; Significant teaching, administrative and/or supervisory experience in public P-12 and post-secondary education.; experience working with diverse populations.

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

Must be a leader who can create consensus and build support to address diverse challenges.
Must possess a substantive understanding of the Texas P-16 education pipeline and its interdependence with the business community.
Demonstrated ability to establish and maintain effective work relationships both internally and externally.
Proven presentation and public speaking skills.
Strong, demonstrable oral, written and interpersonal skills.
Expertise in writing, securing and managing grants.
Ability to contribute to development of university and public policy.
Demonstrated flexibility and adaptability toward changes in assignment.
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 primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing this job, 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.