



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

JOB DESCRIPTION

TITLE

Director, Student Union

JOB SUMMARY

Performs administrative work and directs the operation of the Student Union. Responsible for the direction and determination of goals, objectives, and the means to achieve these goals by management of services, planning of budgets, and serving on various committees. Work involves the independent management of the Student Union within University policy and general administrative guidelines. Assists as a member of the Division teams with projects of the Division of Student Life, including responsibilities for publications, reports, and special events. 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 & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Vice President for Student Life

Supervises: Assistant Director, Student Development Specialist, Graduate Assistants, Student Assistants

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

Directs and advises the Student Union Advisory Board.
Coordinates space allocation for the Student Union including vendor/s approval.
Updates custodial staff as to building use and needs.
Monitors building maintenance and repair.
Manages Student Union budget as allocated.
Promotes the use of the Student Union for activities and manages the programming.
Conducts research, prepares reports, and makes recommendations on the basis of research.
Responds to student problems, complaints, and suggestions.
Coordinates selection process when professional positions are available.
Trains and supervises office staff as needed.
Participates in planning and implementation of orientation and other division functions.

Facilitates Student Union needs at the Houston and Dallas campuses.
Facilitates community building and student development with the assistance of students, faculty, and staff.
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

Reviews and revises Student Life publications for accuracy and relevance as needed.
Teaches a section of University 1011 course during fall semesters as needed.
Performs other duties as requested.

EDUCATION

Master's degree in a job-related field of study.

EXPERIENCE

Five years of progressively responsible experience in the fields of Student Development, Facility Administration or a closely related area.

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 work relationships with students, faculty, staff, and the public.
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 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. May be required to sit for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to lift or move 25 pounds.

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/or outdoors. 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 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

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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.