



DATE ISSUED: 09/05

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Executive Director, TWU Leadership Institute

JOB SUMMARY

The Executive Director is responsible for development, initiation, and maintenance the programs of the TWU Leadership Institute. He/she performs independent, responsible and at times confidential work. Work is performed under minimal supervision with a broad latitude for initiative and independent judgment 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: Chancellor and President

Supervises: Associate Director and clerical staff

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

Develops and initiates a new TWU Leadership Institute.

Develops programs designed to expand student leadership development opportunities such as leadership workshops, leadership courses, peer leaders programs, conferences, speaker/mentors series, publications, etc.

Coordinates with appropriate academic departments, the Division of Student Life, and external resources as needed to implement and sustain all elements of the leadership programs.

Develops annual goals and objectives including plans for implementation and measurement of assessment.

Oversees the budget for the TWU Leadership Institute.

Develops external funding opportunities.

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

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

Five years professional experience in higher education, or management including progressively responsible leadership roles. A minimum of two years of supervisory experience.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

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 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 if needed.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

Ability to establish and maintain effective working relationships with other employees and students.

Ability to work effectively with a diverse population.

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

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

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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 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 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 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.

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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.