



DATE ISSUED: 10/06
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Student Development Specialist II

JOB SUMMARY

Performs a wide variety of services and programs that enhance students' knowledge, understanding and skills essential for academic success, personal development and exercise of leadership. This position is responsible for the programming branch of student government – Campus Activities Board and planning and facilitating Family Day. Work is performed under general supervisions and performance is based on the overall success of programs. The performance is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Center for Student Development

Supervises: No supervisory responsibilities

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

Plans, coordinates, implements, and evaluates student development programs and projects.
Advises and monitors all phases of the Campus Activities Board activities in their program development, implementation and evaluation.
Assists with the development and presentation of the Campus Activities Board's annual budget.
Monitors the scholastic progress of student leaders.
Coordinates leadership development with other departments and universities.
Develops, implements, and evaluates promotional strategies for student involvement.
Assists with the coordination and training of volunteer/student involved in programs and events.
Counsels students on various leadership, personal, and school related matters.
Represents Student Development and/or Student Life at activities and events.
Plans, facilitates and evaluates Family Day annually.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree in student personnel, student development, counseling, or related field.

EXPERIENCE

Two years of related work experience in student affairs including experience in developing and implementing student development programs and advising students and student groups.

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

- Ability to work irregular (evening, weekend) hours.
- Ability to work with a diverse student population.
- Ability to demonstrate an understanding of group development.
- Ability to handle multiple projects and coordinate a large number of student volunteers.
- Ability to handle recurring peak projects of work, irregular hours, short deadlines, and limited staff require a substantial level of physical stamina.
- 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 respond to emergency situations in a timely manner.

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 occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include 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.

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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 and some outdoor. The noise level in the work environment is low to moderate. 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 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.