



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

## **JOB DESCRIPTION**

### **TITLE**

Student Development Specialist III

### **JOB SUMMARY**

Plans and develops volunteer services, programs and special events (Family Day, Dance Marathon, Hunger Banquet). Develops programs that enhance students' knowledge, understanding, and skills essential for academic success, personal development and the exercise of leadership. Performs advising and supervisory work in the area of student activities and programming. Duties encompass the development and coordination of programs, events, committees, and various organizations. Work is performed under general supervision 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 of Center for Student Development

*Supervises:* No supervisory responsibilities

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

Plans, coordinates, implements and evaluates community service opportunities for students.

Maintains active public relations with community agencies.

Advises Helping Hands, the student volunteer group and helps to coordinate programs including, but not limited to Hunger Banquet, Make a Difference Day.

Coordinates service trips including the annual Alternative Spring Break trip and Alternative Weekend trips.

Advises Dance Marathon, a volunteer organization, assists in coordinating fundraising activities, educational trips and facilitates the Dance Marathon event.

Promotes the development of other service organizations.

Provides professional experience for students through student attendance at various conferences.

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Monitors all phases of program planning and implementation of community service/volunteer organization events.  
Serves on University committees and task forces.  
Supports the orientation program.

***ADDITIONAL DUTIES***

Performs other duties as requested.

***EDUCATION***

Master's degree in higher education, student development, counseling, or a related field. Additional education beyond a Master's degree may substitute for some of the required experience.

***EXPERIENCE***

Three years of related work experience advising students and student groups.

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

- 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 organizations.
- Recurring peak periods of work, irregular hours, short deadlines, and limited staff require a substantial level of physical stamina.
- Ability to work occasional weekend and evening hours.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizes policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and public.
- Ability to communicate effectively—orally by phone, in person, 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.

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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. May be required to sit for long periods of time.

### **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 and outdoors at times. 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.***