



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

## **JOB DESCRIPTION**

### **TITLE**

Student Development Specialist II – Mobile Go Center

### **JOB SUMMARY**

Performs a wide variety of services and programs in order to positively impact the retention of underrepresented students. This position will coordinate mentoring and retention programs that enhance students' knowledge, understanding and skills essential for academic success, personal development and exercise of leadership. Service areas include leadership and professional programming, student organization and leadership development. 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:* Assistant Director of Intercultural Services

*Supervises:* No supervisory responsibilities

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

Plans, coordinates, implements, and evaluates mentoring and retention and outreach programs and projects aimed at retaining first generation college student, including day-to-day operation of the TWU Mobile GO Center.

Assists in implementing and evaluating student success, retention and recruitment programs including TWU Collegiate Work-Study Mentorship Program and Mobile Go Center Program Facilitates student success, recruitment and retention programs for minority students, first generation college students, and economically disadvantaged students by collecting data, generating reports, and evaluating student needs

Coordinates special events, conferences, activities, trainings for Collegiate G-Force and other student groups.

Monitors the scholastic progress of student leaders.

Develops, implements, and evaluates promotional strategies for student involvement.

Represents Intercultural Services at activities and events.

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Develops and maintains student transcripts indicating leadership development and organization involvement as requested.  
Attends Mobile Go Center, Go Center/G-Force organization, regional and state trainings meetings.  
Coordinates leadership development with other departments and universities.

***ADDITIONAL DUTIES***

Assists with the development and presentation of the annual budget.  
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 advising students and student groups.

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

Working knowledge of office practices and methods.  
Ability to work irregular (evening, weekend) hours.  
Ability to work with a diverse student population.  
Ability to perform mathematical calculations and/or verify information accurately.  
Ability to demonstrate an understanding of group development.  
Ability to communicate effectively orally, by phone, in person, and in writing.  
Ability to represent the department and University in a friendly, courteous, and professional manner.  
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 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. 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.

**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**

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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.***