



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 04/16  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Program Coordinator, TWU Hub for Women in Business

### ***JOB SUMMARY***

The Program Coordinator performs coordination and supervisory work in the facilitation, and development of special external programs for the TWU Hub for Women in Business. Provides planning and expertise in area of external programs. Actively markets, communicates, operationalizes and manages external program activities. Position will assist students with questions, in addition to will assist with hiring Graduate Assistants. Work is performed under minimal supervision and performance evaluation 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:* Executive Director, Center for Women in Business

*Supervises:* Students Assistants, Graduate Assistants, and volunteers

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

- Markets and promotes the TWU Hub.
- Manages all incoming requests from the public.
- Manages client requests from the community (non-student).
- Assists with the hiring of GA's.
- Assists clients with questions and issues.
- Manages website and social media in concert with TWU Marketing and Communication.
- Works with the Alumni Association and University Advancement.
- Monitors and implements program related activities, following policies and guidelines.
- Collects and edits data for reports, drafts, or manuscripts.
- Maintains good public relations.
- Prepares budget and expense reports.

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- Provides administrative support.
- Coordinates communication of materials, facilities, equipment for program events.
- Communicates and collaborates with vendors, participants, and key community resources/agencies.
- Develops and maintains an effective record keeping procedure.
- Ensures that support services are provided to the program and community.
- Ensures proper reporting and administration of requirements.
- Works with outside agencies.
- Observes work and safety rules.

### **ADDITIONAL DUTIES**

- Some travel.
- Performs other duties as requested.

### **EDUCATION**

Bachelor's degree in an area generally related to program content or assigned responsibilities. Job related experience/and/or education may substitute for the required education on a year-for-year basis.

### **EXPERIENCE**

Three years of experience in entrepreneurial programming support, or generally related area.

### **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 startup business requirements.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgement based on an understanding of organizational policies and activities.
- Excellent project management skills.
- Excellent conflict resolution skills.
- Ability to work within a fluid environment.
- Ability to travel.

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- 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 cold call and/or communicate with vendors and/or partners.
- Ability to meet operational safety and ADA standards.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including university related software and email.

***PHYSICAL DEMANDS***

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

***WORK ENVIRONMENT***

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

***SAFETY***

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*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:*** \_\_\_\_\_

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**Printed Employee Name:** \_\_\_\_\_

***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, gender, sex, sexual orientation, 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.***