



**DATE ISSUED:** 01/18  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Associate Director, Center for Student Development

### **JOB SUMMARY**

The Associate Director for the Center for Student Development is responsible for implementing the vision of an inclusive and engaging student community through programming and innovative student leadership development. The Associate Director is actively engaged in the creation and support of several large scale campus-wide events; serves as a role model and facilitator to student leaders; supports the development and maintenance of student-driven clubs and organizations; implements co-curricular leadership; promotes student and organizational excellence and best practices grounded in student development theory; and advocates on behalf of student leaders and organizations. This position manages professional staff serving Fraternity and Sorority Life, student organizations, student government, and leadership programming & activities for both graduate and undergraduate students. All programs and initiatives led by the Associate Director must demonstrate cross departmental and divisional collaboration. 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:* Student Development Specialist III (Coordinator of Leadership Development) and Student Development Specialist III (Coordinator of Greek Life)

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

- Facilitates and manages all co-curricular student leadership activity programs and events to include undergraduate student government (SGA) and graduate student council (GSC).
- Co-advises SGA and GSC with Director of Center for Student Development.

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- Provides strategic support and direction to student-led organizations/clubs to help facilitate a vibrant student body including honor societies, cultural, political, spiritual based groups, Greek organizations, and community service and special interest groups.
- Provides oversight, plans, directs, and executes major large-scale student and University-wide events and special projects such as Leadership Training Weekend Retreats, Redbud Leadership Awards, LeadU workshop series, NPC Recruitment, Greek Week, Senior Breakfast and Lunch, Family Weekend, and TWU Family Network.
- Leads student organization and student government skill development for both undergraduate and graduate students to ensure involved students gain the necessary leadership skills to effectively impact students.
- Develops, maintains, and presents risk management training to all registered clubs and organizations to include information on hazing.
- Provides mid-level area leadership by leading assessment efforts within the Center for Student Development to ensure efficiency and programmatic excellence.
- Assists with design and development of publicity and marketing materials to include websites, e-mail and social media communication, flyers, posters, and other publications.
- Serves on University committees and represents the Division of Student Life at University events.
- Cultivates and maintains collaborative partnerships across campus and in the community.
- Assists with department goals and collaborates on department-wide events and initiatives.
- Supports the Orientation program.
- Assists in the total development of the Division of Student Life through participation in University, division, and departmental committees.
- Actively seeks to contribute to the Division of Student Life strategic plan.
- 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 higher education, student development, counseling, or related field.

## **EXPERIENCE**

Four years of related work experience in leadership development, Greek Life, advising students/student groups, and program/event planning.

## **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 departmental initiatives and basic student development theory.
- Knowledge of student development theory, and good practices.
- Ability to network across departments and programs.
- Demonstrated commitment to diversity.
- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- 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 as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including university 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.

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

**Employee Printed 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.***