JOB DESCRIPTION

TITLE

Executive Director, Institute for Women’s Leadership

JOB SUMMARY

The Executive Director, Institute for Women’s Leadership is responsible for the development, initiation, and supervision of the programs of each of the Centers. Initiates the development of singularly focused centers in leadership, politics and public policy, and business. He/she performs independent, responsible, and at times, confidential work. Work is performed under minimal supervision with a broad latitude for initiative and independent judgment and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Chancellor and President

Supervises: Director, Ctr for Women in Business, Director, Ctr for Women in Politics & Public Policy, Director, Ctr for Student Leadership, Director, Communications Institute for Women’s Leadership

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

- Initiates the development of singularly focused centers in leadership, politics and public policy, and business.
- Collaborates with center directors to develop, coordinate, and assess goals, objectives, and strategies.
- Works closely with the external advisory council for the Institute for Women’s Leadership to establish relationships with leaders for profit and non-profit agencies in securing external funding efforts including grants.
- Establishes partnerships with policymakers, legislators, government officials, and community leaders.
- Collaborates with each Center to provide annual reports for programming, fund raising, and research to the Chancellor and President.
- Represents the University to various constituencies as required.
Collaborates with the Director of Center for Student Leadership to continue evaluation of a certificate program or a minor in Leadership.

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

Ph.D in social or public policy, economics, political science, psychology or a closely related field.

EXPERIENCE

Five years experience in management including progressively responsible leadership roles and five years experience in supervisory roles.

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 principles and practices of leadership as evidenced by prior work history.
• Ability to conceptualize and prioritize goals.
• Ability to establish and maintain effective working relationships with a variety of constituencies.
• Ability to provide administrative guidance to directors including direct training and supervision if needed.
• Ability to integrate multiple units in the university to reflect the vision and unique mission of TWU.
• Ability to work effectively with a diverse administrative, faculty, staff and student population.
• Strong communication skills, both written and oral.
• Project management and organization.
• Strong supervisory skills.
• 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.

**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: ____________
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.