



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 03/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Employee Development & Communications

JOB SUMMARY

Performs professional administrative work involving the development, administration, and coordination of a comprehensive series of training and development opportunities for University staff and faculty. Work is performed with considerable independent judgment and wide latitude under the limited 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, Human Resources

Supervises: No supervisory responsibilities

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

- Conducts exit interviews with staff employees and develops procedures for resolving problems discovered through exit interviews. Tracks responses on forms.
- Responsible for implementation, maintenance and training for the Staff Performance Evaluation System.
- Answers policy and practice questions for area of responsibility.
- Develops and implements plans for a dynamic on-going training program.
- Schedules and makes arrangements for training programs and monitors training budget.
- Solicits and schedules participants for training programs.
- Schedules and facilitates New Employee Orientation.
- Coordinates and edits departmental newsletter.
- Coordinates service awards, staff awards and retirement recognition programs.
- Conducts training sessions for new employee orientation related to performance management.
- Coordinates Human Resources' participation in New Faculty Orientation.
- Serves as web spinning coordinator for Human Resources.

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- Tests and confirms newly installed Oracle patches for impact on functionality in system.
- Serves on the Pioneer Assistance Scholarship committee and coordinate meetings for committee members and selection of the Pioneer Assistance Scholarship recipients.
- Web spinner for HR web pages and coordination of Sharepoint.
- Responsible for creating, administering and reporting the Staff Satisfaction Survey every two years, including online responses and paper responses.
- Coordinates State Mandated training and reporting for Ethics and Preventing Sexual Harassment.
- Assists in the translation of documents and with Spanish speakers that come in HR.
- Coordinate and assist Staff Council with TWU Staff Development Grant Awards.
- Assists in coordination of yearly conferences for TWU & HR Employment Law and NTSHRM.
- Responsible for development of policies and procedures under area of responsibility and may assist with Human Resources related policies.

ADDITIONAL DUTIES

- Maintains training records for all participants.
- Performs other duties as requested.

EDUCATION

Bachelor's degree in Human Resource Management or a related field preferred. PHR/SPHR certification preferred.

EXPERIENCE

Five years experience in training and program administration.

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:

- 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 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.

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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.