



DATE ISSUED: 03/19
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Associate Director, Center for Women in Politics & Public Policy

JOB SUMMARY

The Associate Director of the Center for Women in Politics & Public Policy will assist in the Center's mission to prepare women for public service and leadership in their communities by showcasing the success of elected women in Texas and raising awareness of the many ways in which they can serve on commissions, school boards, legislative branches, and other women of influence in our state's future. Research will also be part of the Center's focus. Since Texas is such a large state, there is an enormous opportunity to advance the future of women's public leadership and activism in Texas and display the past accomplishments of women in our state. TWU is the permanent home of the Texas Women's Hall of Fame and the largest public university, primarily for women, in the United States. We expect TWU to become a resource for other universities as we move forward with the program, collaborating with other statewide and nationwide universities to promote civic engagement and civil society. This position will be responsible for the budget, including the supervision and direction of the staff and interns in the Center for Women in Politics and Public Policy. The Associate Director reports to the Director of the Center for Women in Politics & Public Policy. 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: Director, Center for Women in Politics & Public Policy

Supervises: Senior Secretary, Gallery Curator, Interns, and Graduate Assistants

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

- Represents TWU and the Center in both public and private meetings.
- Stays up to date on current events and stays knowledgeable in politics and public policy, both in Texas and nationally.

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- Performs public speaking and presents to groups.
- Assists with the goals, methodology, and outcomes for the Center.
- Organizes details for special events, scheduling and detailing logistics and preparing a post-event report.
- Prepares weekly reports for the Director of the Center for Women in Politics & Public Policy.
- Develops goals and strategies to enhance the Center's reputation, including researching what other programs are accomplishing.
- Guides the development and implementation of programming, working with the director to establish a long-term strategic plan.
- Develops a database of contracts and prepares newsletters as needed.
- Manages staff and interns.
- Develops, maintains, and catalogs relationships with community, state, and national leaders.
- Conducts interviews, focus groups, and surveys to determine voter influences.
- Guides students through research development and program execution.
- 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

- Develops and teaches the fundamentals of the political process.
- Develops a docent program which may include alumni and students.
- Serves on university committees.
- Performs other duties as requested.

EDUCATION

Master's degree in social policy, public policy or a closely related field required. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

Three years related experience. Budget experience required.

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:

- Demonstrated knowledge of the political structure at the local, state, and national level.
- Ability to organize work effectively.
- Ability to communicate effectively orally, by phone in person, in writing, and especially in public speaking.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to use a personal computer and other office equipment, including related 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. Ability to work weekends if needed.

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

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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.