JOB DESCRIPTION

TITLE

Assistant Director, Graduate Programs – College of Business

JOB SUMMARY

This Assistant Director of Graduate Programs for the College of Business is responsible for all the centralized advising for Healthcare Administration and College of Business – DEN. Evaluates and supports graduate COB admissions, working on the schedule, managing and completing required reports. Manages prospective student inquiries about graduate programs effectively and quickly. Performs analysis on programs. Work is performed under minimal supervision and performance evaluation is based upon completion of assignments and attainment of organizational goals. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Dean for Academic Affairs, College of Business

Supervises: May supervise program staff, volunteers, Graduate Assistants, and Student Assistants

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

- Evaluates graduate admissions and makes admissions recommendations for MBA applicants.
- Coordinates the graduate admissions in conjunction with administrator.
- Advises graduate students.
- Manages prospective student inquiries about graduate programs effectively and quickly.
- Completes SQL reports and performs analysis on programs as requested by Administrator.

ADDITIONAL DUTIES

- Performs other duties as requested.
EDUCATION

Bachelor’s degree required.

EXPERIENCE

Five years of experience of professional advising experience required. Master’s degree may substitute for up to three years of experience, but not 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:

- Knowledge of professional academic advising and student initiatives.
- Knowledge of degree audit.
- Strong interpersonal skills.
- Ability to develop and maintain databases, reports and processes.
- Ability to plan, direct, and evaluate operations and procedures.
- Ability to communicate professionally and effectively by phone, in person, and in writing.
- Ability to build teams and ability to plan and deliver oral presentations.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to be an advocate for the COB’s professional advisors within the college and the university.
- Ability to generate SQL reports as required.
- Ability to provide ongoing training and supervision as needed for the Academic Programs.
- Ability to adapt to changing admission requirements and student needs; ability to prioritize related to college missions and goals.
- Ability to work occasional evening and weekends.
- 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: ____________

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.