



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 02/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director for Special Events & ID Systems

JOB SUMMARY

The Director of Special Events and ID Systems is a strategic university professional housed within Student Life. This position requires a creative leader responsible for the overall direction and execution of Student Life Special Events, the Director collaborates with the University community in the planning and execution of successful university events. This position incorporates the TWU of Hospitality in day-to-day responsibilities. The Director of Special Events and ID Systems will provide key expertise and develop strategies for events to support important university functions. In addition, directs the activities of campus identification systems and the university debit one-card program. Work is performed under minimal supervision with evaluation 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: Vice President for Student Life

Supervises: Sr. Integration Analyst, Integration Analyst II

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

- Designs and executes various TWU events, both on and off campus and for internal and external constituents.
- Collaborates with the design and implementation of strategies aimed at enhancing the TWU University brand. This may include partnering with Office of the Chancellor on their event needs from conception to execution.
- Continuously evaluates and administers TWU's special events policies and practices to ensure efficiency and effective execution.
- Provides leadership, and inspiration to foster and exhibit TWU's spirit of hospitality in all interactions with colleagues, donors, vendors, and clients both on and off campus.

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- Manages negotiations and contracts for University meeting rooms, entertainment and related services for internal and external events. Works with partners across campus and the community as needed for final approval of external group events.
- Partners with the Office of Marketing and Communications and or Advancement as appropriate to ensure that all materials (both print and online) are consistent, compelling and effectively directed to the appropriate audiences; collaborate on collateral pieces and other materials as needed.
- Develops and implements policies related to ID and access cards for students, faculty, and staff; develops and monitors operating processes and procedures for the unit which are consistent with general and specific TWU policies.
- Develops annual operating budgets and provides fiscal direction to the unit.
- Oversees the development, enhancement, and management of supporting database systems, including provisions for system backups, maintenance, database integrity, and data security.
- Works with client departments to identify and evaluate specific needs for automated ID and security applications; develops and coordinates implementation plans for the migration of hardware and software, installation, and commissioning of service into client operations.
- Provides guidance and assistance in the development and implementation of TWU applications across campuses, as appropriate.
- Oversees systems engineering and architecture design of automated solutions to campus security problems, manages the identification and resolution of id information systems problems.
- Interfaces with potential corporate sponsors of ID card services to stimulate the development of new and/or enhanced services, to augment department revenues, and to foster longer-term business relationships; promotes card services provided by sponsors to student, faculty, and staff.
- Interprets and promotes University policies and procedures in compliance with TWU' Policies, Rules and Regulations, and local, state and federal law.
- Participates in various committees, professional trainings, and industry conferences.
- Complies with all State and University policies.
- Other duties may be assigned.
- Establishes and maintains a safe environment for employees under charge.
- 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 required. Education may be substituted for relevant job experience.

EXPERIENCE

Five years of experience working with ID Services. Experience in higher education administration and/or student affairs. Demonstrated success and effectiveness.

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 all Microsoft Office software and able to learn and use institutional software systems.
- 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 show initiative and productivity in work environment.
- Ability and record of developing collaborative working relationships within and across the various divisions of campus.
- 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 respond to emergency situations in a timely manner.
- 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:** _____

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.

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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.