



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 04/14

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Student Development Specialist II – Campus Activities Board

### **JOB SUMMARY**

The individual in this role performs a wide variety of services and programs that enhance students' knowledge, understanding, and skills essential for academic success, personal development, and exercise of leadership. This position is responsible for the programming branch of student government (Campus Activities Board) as well as planning and facilitating signature events (such as Fall Fest and Spring Fling) and special projects/events. Work is performed under general supervision with evaluation based on the overall success of programs. The performance is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Associate Director of the Center for Student Development

*Supervises:* No supervisory responsibilities

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

- Plans, coordinates, implements, and evaluates student development programs and projects.
- Advises the Campus Activities Board's executive officer membership.
- Advises and monitors all phases of the Campus Activities Board's activities in their program development, implementation, and evaluation.
- Assists with the development and presentation of the Campus Activities Board's annual budget.
- Monitors the scholastic progress of student leaders.
- Coordinates leadership development with other departments and universities.
- Develops, implements, and evaluates promotional strategies for student involvement.
- Assists with the coordination and training of student volunteers involved in programs and events.
- Counsels students on various leadership, personal, and school related matters.
- Represents Student Development and/or Student Life at activities and events.

- Plans, facilitates, and evaluates annual signature events (such as Fall Fest and Spring Fling) annually.

### **ADDITIONAL DUTIES**

- Performs other duties as requested and assigned.

### **EDUCATION**

Bachelor's degree in college student affairs/personnel, student development, higher education, counseling, or closely related field.

### **EXPERIENCE**

Two years of related work experience in student affairs including experience in developing and implementing student development programs and advising students and student groups.

### **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 work irregular (evening, weekend) hours.
- Ability to work with a diverse student population. Demonstrated commitment to diversity.
- Ability to demonstrate an understanding of group development. Knowledge of student development theory and good practices.
- Ability to handle multiple projects and coordinate a large number of student volunteers.
- Ability to handle recurring peak projects of work, irregular hours, short deadlines, and limited staff require a substantial level of physical stamina.
- Ability to organize work effectively, conceptualize and prioritize objectives, and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public. Experience in networking across department and programs.
- Ability to communicate effectively - orally, by phone, in person, and in writing. Excellent public speaking skills.
- Ability to respond to emergency situations in a timely manner.
- 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 irregular (evening, weekend) hours.

**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.***

*Student Development Specialist II  
– Campus Activities Board  
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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.***