



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 08/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Executive Director of the Woodcock Institute

JOB SUMMARY

Leads and directs the Woodcock Institute for the Advancement of Neurocognitive Research and Applied Practice (aka Woodcock Institute). The Woodcock Institute supports the advancement of contemporary cognitive assessment through research grants, conferences, and scholarships. The Executive Director will be responsible for planning and delivering a bi-annual Woodcock Conference, planning and delivering a social event at the National Association of School Psychologists Annual Conference for trainers and grant recipients. Other responsibilities include planning for a multidisciplinary clinic of the TWU Campus. The position also involves ongoing research work and grant writing. The Woodcock Institute is specifically designed for university faculty and students to maximize professional development and long-term success in the field of neurocognitive research and applied practice. Work is performed under the administrative supervision of the Dean of College of Arts and Sciences with evaluations to be focused on measurable performance of administrative and service functions. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Dean of College of Arts and Sciences

Supervises: Grant Coordinator

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

- Leads and directs the Woodcock Institute for the Advancement of Neurocognitive Research and Applied Practice (aka Woodcock Institute).
- Plans and delivers a bi-annual Woodcock Conference for past grant recipients and potential grant recipients.
- Plans and delivers a social event at The National Association of School Psychologists Annual Conference for trainers and grant recipients.
- Supervises the review of online grant applications.
- Maintains several national standardization and clinical databases.

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- Processes requests for data from the national standardization data sets and the clinical data sets.
- Develops and maintains the website for the Woodcock Institute.
- Oversees any requests for international translations of the Woodcock –Johnson Tests.
- Plans for a multidisciplinary clinic of the TWU Campus.
- Provides visionary leadership to preserve and advance the legacy work of Dr. Richard W. Woodcock.
- Maintains records of all grant applications and awards.
- Prepares an annual report for the Offices of Research and Sponsored Programs and Provost and Vice-President for Academic Affairs.
- Establishes and oversees an advisory board for the Woodcock Institute and holds at a minimum an annual meeting of the board.
- Promotes the mission of the Woodcock Institute both internally to TWU faculty, staff, and administration as well as to external constituents.
- Seeking additional external funding opportunities to enhance the mission of the Woodcock Institute and TWU.
- 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

- Conducts grant writing.
- Performs ongoing research work.
- Performs other duties as requested.
- Serves on appropriate University committees and groups.
- Represents the University's interests at external meetings, professional organizations and conferences.
- Works with other University personnel, particularly Marketing and Communications, Research and Sponsored Programs, and the Provost's Office to develop marketing plans related to the mission of the Woodcock Institute.
- Assists in the preparation of material for reports and/or state and federal grant programs.
- Supervises staff.
- Oversees routine administrative activities, such as management of appropriate budgets and staff.
- Performs other duties as requested.

EDUCATION

Doctoral degree required. Licensed Psychologist preferred.

EXPERIENCE

At least five years of successful academic experience, particularly focused on neurocognitive research. Prior successful supervisory experience is 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:

- Familiarity with research and best practices in the areas of neurocognitive theory and assessment.
- 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 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 communicate effectively orally and in writing.
- Ability to prepare and administer grant and institutional programs and budgets.
- Demonstrated ability to communicate effectively and work cooperatively with diverse individuals and groups in a team environment, accompanied by a strong service orientation.
- Commitment to continued personal professional development.
- 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.

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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.