



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

JOB DESCRIPTION

TITLE

Director, Learning Success Programs

JOB SUMMARY

The Director of Learning Success Programs develops, coordinates, and implements academic and academically related programming for current TWU students in alignment with institutional goals. Utilizing current research, assessment data, and best-practices, the director works toward improving student learning within the classroom through innovative services such as intensive graduate writing programs, community of practice workshops, individual advising, consultations and intervention, academic coaching, and academic enhancement services. The director serves as the primary point of contact for daily operations for the Pioneer Center for Student Excellence physical space in Denton, Houston, and any future sites. Additionally, the director assists with user needs when working within the Pioneer Center and during events. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Provost, Student Success Initiatives

Supervises: May supervise professional staff

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

- Develops, coordinates, and implements academic programming initiatives for undergraduate and graduate students including, but not limited to, Thesis & Dissertation Boot Camp, Just Write Sessions, Three-minute Thesis, Book-in-Common, Academic Coaching, Learning Success Workshops, and Collaborative Study in alignment with institutional need.
- Develops and implements programming built upon high-impact practices and student needs.
- Maintains student usage spaces including scheduling, inventory, and tracking of usage.

- Hires, trains, and supervises academic coaches, student employees, graduate assistants.
- Develops and coordinates marketing for Pioneer Center programming and services in collaboration with Marketing & Communications.
- Develops program outcomes for academic enhancement areas.
- Develops and implements evaluation and assessment tools.
- Advises students on academic concerns.
- Represents the Pioneer Center for Student Excellence on internal and external committees, task forces, and councils.

ADDITIONAL DUTIES

- Assists with grant preparation.
- Performs other duties as assigned.

EDUCATION

Master's degree required.

EXPERIENCE

Three years' experience in program development, and experience working with special populations of students or related experience. Knowledge of student development theory, development advising theory.

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 student development theory, best practices in student support, development advising.
- Ability to coordinate work with other employees.
- Ability to provide strong communication skills.
- Ability to have excellent interpersonal skills.
- Ability to provide strong managerial skills.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and university in a friendly, courteous, and professional manner.
- Working knowledge of office practices and methods.
- 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: _____

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Success Programs
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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.