



DATE ISSUED: 08/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Executive Director, Center for Student Development

JOB SUMMARY

The Executive Director of the Center for Student Development is responsible for implementing the vision of an inclusive and engaging student community through civic engagement initiatives, new student programming, innovative student leadership development, and programs that invoke a sense of belonging as part of the TWU strategic plan. This position is responsible for directing the operations of the Student government Association, Greek Life, student leadership development, Orientation, Civic Engagement, and student organizations. The executive Director is actively engaged in the creation and support of several large scale campus-wide events. All programs and initiatives led by the Executive Director must demonstrate cross departmental and divisional collaboration. Work is performed under minimal supervision with a broad latitude for initiative and independent judgment and performance is 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: Associate Vice President, Student Engagement

Supervises: Associate Director Center for Student Development, Assistant Director – New Student Programs, Coordinator for Civic Engagement, Business Manager, graduate students.

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

- Provides strategic vision for all areas under the Center for Student Development umbrella by overseeing all operations of the Center and the Student Life offices in Houston and Dallas.
- Responsible for the recruitment, supervision, professional development, and evaluation for all employees within the Center for Student Development including the professional and student staff.

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- In collaboration with Center for Student Development staff and institutional colleagues, the Executive Director develops, implements, and evaluates a broad student leadership development “curriculum”, including but not limited to, student leadership development training, retreats, and workshops for individual student leaders; student organization development activities, policies, and procedures; and student leadership recognition activities.
- Serves as the primary advisor for the Student Government Association (SGA) and Graduate Student Council (GSD).
- Responsible for the creation and implementation of new student programs, including orientation.
- Provides administrative oversight on orientation budgets, publications, registration, and implementation in collaboration with various campus partners.
- Serves as co-chair to the Orientation Advisory committee (OAC).
- In collaboration with institutional and community colleagues, the Executive Director develops, implements, and evaluates a broad civic engagement “curriculum” including, but not limited to, large service events; a service clearinghouse for individual student and student organizations use; policies, and procedures related to civic engagement; civic engagement education and reflections opportunities, and civic engagement recognition activities.
- Oversees all risk management policies, procedures and education for student organizations, civic engagement, and any other programmatic offerings for the Center of Student Development.
- In collaboration with national Greek organizations, facilitates a strong, vibrant Greek Life community.
- Coordinates with campus partners, large scale TWU traditions, such as but not limited to, senior recognition events, First-Year Convocation, etc.
- Prepares and administers an annual budget(s), reports and funding requests.
- Coordinates student participation with University events, community projects and various functions.
- Edits departmental publications, including website.
- Participates in division meetings and serves on University committees.
- Performs assessment for the Division of Student Life.
- 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 in Student Development, Counseling or a related field.

EXPERIENCE

Five years of progressively responsible student affairs experience in a University environment, with some experience in University programming and leadership development.

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 plan, direct, and evaluate a complex operation, using manpower, 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 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 use a personal computer and other office equipment, including 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.

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.