



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 07/12  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Student Development Specialist III-Center for Student Development

### ***JOB SUMMARY***

Plans and develops volunteer services, programs and special events. Develops programs that enhance students' knowledge, understanding, and skills essential for academic success, personal development and the exercise of leadership. Performs advising and supervisory work in the area of student activities and programming. Duties encompass the development and coordination of programs, events, committees, and various organizations. 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 Director of Center for Student Development

*Supervises:* No supervisory responsibilities

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

- Plans, coordinates, implements and evaluates community service opportunities for students.
- Maintains active public relations with community agencies.
- Advises Helping Hands, the student organization and helps to coordinate programs to encourage student volunteerism.
- Coordinates service trips including the annual Alternative Spring Break trip and Alternative Weekend trips.
- Promotes the development of other service organizations.
- Provides professional experience for students through student attendance at various conferences.
- Monitors all phases of program planning and implementation of community service/volunteer organization events.
- Serves on University committees and task forces.

- Supports the orientation program.

***ADDITIONAL DUTIES***

Performs other duties as requested.

***EDUCATION***

Master's degree in higher education, student development, counseling, or a related field. Additional education beyond a Master's degree may substitute for some of the required experience.

***EXPERIENCE***

Three years of related work experience 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 with a diverse student population.
- Ability to demonstrate an understanding of group development.
- Ability to handle multiple projects and coordinate a large number of student organizations.
- Recurring peak periods of work, irregular hours, short deadlines, and limited staff require a substantial level of physical stamina.
- Ability to work occasional weekend and evening hours.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizes policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and public.
- Ability to communicate effectively—orally by phone, in person, in writing.
- 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.

**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,***

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***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.***