



DATE ISSUED: 06/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Associate Director, Center for Student Leadership

JOB SUMMARY

The Associate Director is responsible for assisting in the development, initiation, and assessment of the TWU Leadership Programs. Performs duties that encompass independent, responsible, and financial processes that contribute to the growth of the Center. Work is performed under minimal 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: Director of the Center for Student Leadership

Supervises: May supervise clerical staff and student assistants

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

- Assists and coordinates activities of Omicron Delta Kappa Leadership Honor Society as the Circle Coordinator.
- Assists in developing programs designed to expand student leadership opportunities such as workshops, conferences, and speakers.
- Develops both internal/external mentoring programs for students.
- Coordinates with academic faculty, Division of Student Life, and other universities as appropriate to implement and constantly upgrade programs.
- Provides input to the budget for the TWU Center for Student Leadership.
- Executes program opportunities that allow for additional internship experiences which increase student skills in problem solving and critical thinking processes.
- Represents the University and the Center for Student Leadership to various constituencies as may be required.
- 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 Personnel, Management, Education or a related field required.

EXPERIENCE

Three years professional experience in higher education, or management including progressively responsible leadership roles.

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 leadership.
- Ability to organize work effectively, conceptualize and prioritize goals and organizational policies and activities.
- Ability to provide administrative guidance within area of responsibility.
- Ability to understand budgetary and fiscal planning techniques within financial constraints
- Ability to work effectively with a diverse population.
- Strong communications, organization, project management, and supervisory skills required.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- 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 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.