



JOB DESCRIPTION

TITLE

Director, Center for Women in Business

JOB SUMMARY

The Director provides leadership for and management of all aspects of the Center. The primary focus of the Center is support for current and prospective women business owners. This focus will be addressed through 3 types of initiatives: education and support services for women in the community; student co-curricular programming, and academic activities such as courses and research. Performance evaluations to be focused on the measured production of desired outcomes in the 3 areas mentioned above and the performance of necessary and appropriate administrative functions. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Director, Institute for Women's Leadership

Supervises: Director(s) of Entrepreneurship Programs, Program Coordinator

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

- Provides leadership, oversight, and direction for all aspects of the Women in Business Center. Activities related to this duty include:
 - Staffing and employee supervision
 - Development of a business model
 - Budgeting, revenue and expense management
 - Curriculum development and delivery
 - Delivery of other services, recruitment plans for each program
 - Identifies grant or funding opportunities and acts to obtain such support, when appropriate and possible.
- Develops and maintains relationships essential to accomplishment of the mission of the Center. Examples of such relationships include:
 - Internal partnerships across TWU Divisions, Offices, Centers and Institutes

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FLSA: Exempt

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- Local Chambers of Commerce, economic development agencies, and entrepreneurship organizations Establishes and maintains linkages with local, state and national organizations and institutes, especially those related to entrepreneurship.
- Markets and promotes the Center and its programs in concert with TWU Marketing and Communications.
- 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

- Travel as needed.
- Serves on appropriate University committees and groups.
- Assists in the preparation of material for reports and/or state and federal grant programs.
- May engage in grant writing and academic research, as appropriate and desirable.
- Performs other duties as requested.

EDUCATION

Minimum of a Master's degree required. Candidates with a bachelor's degree and significant experiences related to entrepreneurship may also be considered.

EXPERIENCE

Three years of successful ownership and operation of a small business and/or successful experience with a center for entrepreneurship, chamber of commerce, or economic development agency.

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 startup business requirements.
- Excellent problem solving skills.
- Excellent verbal and written communication skills.

- Excellent conflict resolution skills.
- Ability to work within an academic environment.
- Ability to manage employee performance.
- Ability to manage projects.
- Ability to develop and deliver entrepreneurship courses and training programs.
- Ability to build and maintain professional relationships.
- 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 the operation of the Center for the accomplishment of long-term and short-term goals of the institution.
- Ability to prepare and administer grant and institutional programs and budgets.
- Demonstrated ability to and work effectively with diverse individuals and groups in a team environment, accompanied by a strong service orientation.
- 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

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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.