



DATE ISSUED: 10/16
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Associate Director, Student Union Programming

JOB SUMMARY

This position oversees the campus and community wide programming efforts of the Student Union. Plans and develops programs and special events (including, but not limited to the following: Block Party, Boo at the U, University Days, etc. 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 areas of student activities and programming. Duties encompass the development and coordination of programs, events, committees, organizations and volunteer opportunities. Work is performed under general supervision with evaluation based on results obtained 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, Student Union & Conference Services

Supervises: Student Assistants, Graduate Assistants, Campus Activity Coordinator

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

- Plan and develop special evening and weekend programming.
- Plans and develops programming and special events including Family Weekend, Block Party, Boo at the U and Senior Breakfast/Lunch.
- Plans and implements monthly lunch time programming efforts for the Union.
- Serves as the department contact for assessment.
- Works with the Union Programming Board and Campus Activities Board on a monthly basis.
- Coordinates campus craft fairs, holiday themed programming while also working with other campus units to implement campus wide programming.
- Promotes Union Programming & Conference Services facilities through social media.

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- Assists with marketing for Dallas and Houston Student Life programs.
- Assists in budget planning.
- Assists with programming Septemberfest and Spring Fling.
- Assists in new student orientation programs/pioneer camp.
- Serves on division and university wide committees as needed.
- Serves as lead office contact in Director's absence.
- 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

- Serves on at least two university committee annually.
- Performs other duties as requested.

EDUCATION

Master's degree in related area required.

EXPERIENCE

Four years of progressively responsible experience in the fields of Student Development, Facility Administration or a closely related area.

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 human resources power, 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 work with a diverse student population.

- Ability to demonstrate an understanding of group development.
- Ability to handle multiple projects.
- Ability to work recurring peak periods of work, irregular hours, short deadlines, and limited staff require a substantial level of stamina.
- 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 respond to emergency situations in a timely manner.
- 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.

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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.