



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 11/17  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Director for Scholar Programs

### ***JOB SUMMARY***

The Director for Scholar Programs is responsible for the development and management of the TWU Scholar Program which includes the Terry Scholarship Program and the President's Leadership Council. The Director assists with all aspects of Scholar development, management and assessment; recruitment, marketing, constituent relations with internal departments and external partners of TWU including the Terry Foundation; manages applications, selections, awards, student programming and data analysis. Performs a variety of services designed to enhance students' knowledge, understanding, and skills essential for academic success, personal development, and the exercise of leadership. Work is performed under minimal supervision within established policies and procedures with considerable independence 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:* Associate Vice President for Student Engagement

*Supervises:* No supervisory responsibilities, may supervise Student Assistants

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

- Assists with policy formulation, strategy development and management of daily operations of the Terry Scholar Programs to include budget, strategic plan, research, and data analysis.
- In collaboration with enrollment management, develops target market of high schools, defines student target profiles and maintains databases. Helps develop marketing and messaging strategy coordinating with Marketing & Communications, and Enrollment departments. Manages high-touch interaction with target schools, students and key influencers.

- Cross Campus Collaboration: Works with academic colleges to facilitate Terry and President's Leadership Council recruitment, enrollment and retention. Creates and streamlines policies and procedures for maximum yield of Scholars with Honors, Admissions, Financial Aid/Scholarships, Housing, Orientation, and other stakeholders.
- Applications and Selections: Manages application process for Scholar candidates; oversees planning and preparation for finalists interviews; provides assistance and training to selection committee; manages communication with students and coordinates with alumni and future graduates in recruitment and yield process.
- Programming: Develops and manages all student programming, including orientation, academic, leadership development and community service enrichment activities.
- Facilitates and coordinates all communication between the Terry Foundation and TWU.
- Attends all Terry Scholar events sponsored by the university and the Terry Foundation.
- Develops goals and objectives for Terry Scholars.
- Recruits, selects, advises and evaluates Terry Scholars.
- Serves on the Undergraduate Scholarship Committee.
- May Teach UNIV Terry section in collaboration with Undergraduate Studies and Academic Partnerships.
- Assists with the development, interpretation and enforcement of scholarship requirements.
- Assists Vice President in marketing, and selecting students for scholarship opportunities.
- Develops monthly, yearly reports, and leadership program.
- Advises Terry Scholars Student Organization.
- Assists with day-to-day activities and schedules for student activities.
- Recruits, trains and orients student leaders for student success and outreach programs.
- Assists with the development and presentation of the annual budget.
- Evaluates current programs and develops new programs when appropriate.
- Monitors the scholastic progressive students' leaders and recruitment and retention for program participants.
- Maintains database and tracking system for program participants.
- Coordinates leadership development with other departments and universities.
- Advises students for various leadership, academic and other school related matters.
- Serves on various university committees.
- Attends state and local trainings, meetings, and conferences.

### **ADDITIONAL DUTIES**

- Performs other duties as requested.

### **EDUCATION**

Master's degree in higher education, student development, counseling, or a related field required.

## **EXPERIENCE**

Three years of related work experience advising students and student groups. Bilingual Skills are preferred. Additional education beyond a Master's degree may substitute for some of the required experience.

## **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 irregular (evening, weekend) hours.
- 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 volunteers.
- Recurring peak periods of work, irregular hours, short deadlines, and limited staff require a substantial level of physical stamina.
- Ability to organize work effectively, conceptualize and prioritize objective and exercise independent judgment based on an understanding of organized 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, and in writing.
- Working knowledge of office practices and methods.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including university related 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. Ability to work irregular (evening, weekend) hours.

**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.***