JOB DESCRIPTION

TITLE

Special Projects Advisor

JOB SUMMARY

Leads and directs specific assignments as stipulated by the Chancellor. Such assignments are short-term in nature and designation as a Special Projects Advisor is a temporary appointment for which the duration of work depends on the assignment. Work is performed under administrative supervision of the Chancellor with evaluation based on the effective outcome of the specific project work assigned. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Chancellor and President

Supervises: No direct reports during this temporary assignment; however, position provides access to various individuals for assistance as projects require.

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

- Primary duties are specific to the specific project identified requiring a Special Projects Advisor.
- Duties will require direction and leadership of each assigned project regarding an institutional or divisional initiative.
- Regular reporting to the Chancellor on the progress of a specific project (or to the executive staff member the Special Projects Advisor is assisting), including identification of obstacles, challenges, successes, and solutions.
- Coordinates, conducts, consults, advises and facilitates processes related to the specific project assignment.
- Collaborates with institutional leaders to ensure the success of an assigned project or initiative.
ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Minimum requirement is an appropriate Bachelor’s degree.

EXPERIENCE

Significant executive management and leadership experience in higher education is required, preferentially in financial, facilities, and operational administration. Generally, an individual will have a minimum of 20 years of such experience.

REQUIREMENT

Regular and reliable attendance during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Understanding of higher education administration, and specifically the detailed working operations of a reliable and highly effective financial and administrative division.
- Knowledge of contemporary issues facing higher education.
- Background in successful collaboration among financial and operational units and/or institutions.
- Experience in personnel management, budget management and scheduling preferred.
- Skills in establishing and maintaining effective work relationships with various constituencies such as administrators, staff, state officials, city leadership, University partners and outside vendors.
- Demonstrate ability to work and communicate effectively with groups and individuals of diverse opinions, ethnicities, and affiliations in a team environment.
- 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, 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.