JOB DESCRIPTION

TITLE

Assistant Director, Student Life - Houston

JOB SUMMARY

The Assistant Director is the liaison between the Houston Campus and Student Life Offices (i.e., Career Services, Fitness and Recreation, Student Union, and Student Health Services) across the Denton Campus. The Assistant Director duties encompass the coordination of programs, events, and committees. Performs supervision and management of Houston Campus Student Life facilities and the Student Life programs offered. Responsible for student development activities, and providing information to students about services. 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:  Student Development Specialist III, Secretary, Graduate Assistants, and Student Assistants

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

- Supports and provides leadership for all programs and initiatives originating in Student Life-Houston. Main point of contact for all Denton Student Life and Student Success Offices.
- Serves as the Houston Campus Review Officer. Coordinates scheduling of Review Committee members for hearings as appropriate with facilitator along with author of report and alleged violator.
- Serves in an advisory capacity for students considering the appeal process and involved in Code of Conduct and Academic Dishonesty cases.
- Serves as Designated School Official (DSO) for the international students at the Houston site. Works actively with International Education Office to ensure F-1 students are
immigration compliant. Maintains records through SEVIS system and facilitates process for CPT, OPT, and Social Security Number applications.

- Facilitates the employment paperwork for International Students on campus. Responsible for gathering the correct forms, checking for accurate completion, verification of original documents, sending to HR.

- Develops, prepares, and monitors Student Life-Houston operating, revenue, and SGA annual budgets. Prepares budget requests to Student Service Fee Committee annually.

- Coordinates the communication and distribution of student health insurance program information. Serves as liaison with UTHS (local university sponsored health care facilities) as well as Student Health Services. Schedules immunization clinics each semester. Acts as a resource for frequent questions about meningitis TB blood tests, required titers, and required insurance.

- Organizes and coordinates all aspects of orientations in Fall and Spring semesters for all academic disciplines, including International Student Orientation. This involves online registration, scheduling of rooms and video conference, recruiting and training volunteers, coordinating presenters, and organizing materials for folders.

- Serves as liaison with ID Card and Dining Services. Creates ID badges which includes collecting money for replacement badges. Makes entries into CBORD as necessary and collects money weekly from CBORD machine. Manages basic troubleshooting of CCure, clearance area access, printer, and CBORD.

- Facilitates University withdrawal process for students at the Houston campus, including communication with faculty of the request and requesting grade as appropriate.

- Reviews and documents absences of students who have been absent from classes. Communicates the basics to instructors.

- Responsible for Student Life-Houston website and all printed publications. Updates content regularly. Updates calendar, Facebook, Twitter, and blog postings.

- Onsite responsibility for Fitness Center, including overseeing cleaning, enforcing locker policies, point of contact for new equipment and quarterly maintenance, and basic troubleshooting.

- Serves as liaison with Disability Support Services by coordinating proctor from outside agency for tests. Onsite involvement includes signage for exam room, gathering and delivering of tests to students, signing timecard for proctor, and troubleshooting.

- Develops goals and objectives for student development programs and services.

- Assists with the development, interpretation and enforcement of University and departmental policies and procedures.

- Responsible for inventory control for Student Life areas at the Houston Campus.

- 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

- Commencement point of contact for Houston students. Communication includes overview of graduation ceremony, photography and regalia information, particulars about the site, layout, special accommodations, and parking. Coordinates onsite visit from Herff Jones as well as regalia pick up.
- Supports Open Houses with Student Life presentations at both graduate and undergraduate sessions. Conducts tours at end of morning sessions.
- Facilitates Student Life Emergency Loan process.
- Participates on division-wide and university-wide committees.
- Supervises the operations of the Food Pantry inside the Student Life suite area.
- Oversees the recycling of children’s clothing, gently used women’s clothing, used scrubs plus lab coats.
- Coordinates with the Houston Food Bank the distribution of food for the Food Scholarship Program.
- Acts as liaison with Food Services as well as Auxiliary Services for operations at the Houston site.
- Performs other duties as requested.

EDUCATION

Master’s degree in college student affairs, counseling, higher education, or closely related field required.

EXPERIENCE

Four years of general experience in the area of student life required. Student developmental programming, supervisory, and human relations experience helpful.

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:

- Working knowledge of student development theory and good practices.
- Excellent public speaking skills with experience in conducting training workshops.
- Ability to provide leadership and mentoring to student populations and to respond appropriately to stressful situations.
- Ability to network across departments and programs.
Demonstrated commitment to diversity.

- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- 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 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.