JOB DESCRIPTION

TITLE

Assistant Director, Pioneer Center for Student Excellence HOU

JOB SUMMARY

The Assistant Director of the Pioneer Center for Student Excellence – Houston, develops and implements academic and academically related programming, services, and initiatives for current TWU students. Utilizing current research, assessment data, and best-practices, the assistant director works toward improving student learning within the classroom through innovative service delivery models such as community of practice workshops, individual consultation and intervention, and academic enhancement services. Additionally, the assistant director oversees the day-to-day operations of the physical Pioneer Center for Student Excellence Department on the Houston campus. Work is performed under general supervision 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: Assistant Provost, Student Success Initiatives

Supervises: May supervise Student Assistants and Graduate Assistants

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

• Develops, implements, and coordinates academic programming initiatives for undergraduate and graduate students studying primarily on the Houston campus including, but not limited to learning workshops, professional development workshops, individual student consultations, academic coaching, and book-in-common programming.
• Oversees day-to-day operations of the physical Pioneer Center for Student Excellence on the Houston campus.
• Facilitates targeted academic workshops series.
• Hires, trains, and supervises student assistants and academic coaches.
• Advises students with academic concerns.
• Evaluates and assess program outcomes.
• Recommends new programs when appropriate.

ADDITIONAL DUTIES

• Participates in activities and services delivered on all TWU campuses.
• Compiles assessment data.
• Performs other duties as requested.

EDUCATION

Bachelor’s degree required. Master’s preferred.

EXPERIENCE

Three years experience within an educational setting. Knowledge of marketing techniques preferred.

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 office practices and methods.
• 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 work a flexible schedule.
• Ability to use a personal computer and other office equipment, including 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. Ability to work a flexible schedule.

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.

The employee may be required to travel. Ability to work a flexible schedule.

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.