



DATE ISSUED: 11/15
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director External Relations and Outreach for the School of Management

JOB SUMMARY

This position supports the Director of the School of Management in building and supporting community college relationships, greatly expanding School of Management job placement activities for students, communicating School of Management activities to students and stakeholders, and implementing strategic objectives for the School of Management. Other duties include developing and maintaining guaranteed transfer agreements with community college partners in support of transfer students. Supports the Director in outreach and networking, develops employer network and facilitates job placement activities for SOM graduates. Work is performed under minimal supervision and performance evaluation is based upon completion of assignments and attainment of organizational goals. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director for School of Management

Supervises: May supervise program staff, volunteers, Graduate Assistants, and Student Assistants

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

- Develops and maintains guaranteed transfer agreements with community college partners in support of transfer students.
- Develops employer network and facilitates job placement activities for SOM graduates.
- Communicates School of Management objectives to stakeholders.
- Develops and maintains network databases.
- Meets with students to discuss placement.
- Participates in strategic planning activities in the SOM.
- Supports Director in outreach and networking activities.
- Develops reports of activities.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Master's degree required.

EXPERIENCE

Three years of experience in education advising or working with community colleges building and maintaining guaranteed transfer agreements or related area. Experience in marketing or sales preferred. Excellent oral and written communications skills required.

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:

- Knowledge of professional academic advising and student initiatives.
- Knowledge of degree audit.
- Strong interpersonal skills.
- Ability to develop and maintain databases, reports and processes.
- Ability to plan, direct, and evaluate operations and procedures.
- Ability to communicate effectively both orally and in writing.
- Ability to build teams and ability to plan and deliver oral presentations.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to plan and allocate work load accordingly.
- Ability to provide ongoing training and supervision as needed for the Academic Programs.
- Ability to adapt to changing admission requirements and student needs; ability to prioritize related to college missions and goals.
- Ability to work occasional evening and weekends.
- 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.

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.

*Assistant Director, External
Relations and Outreach for
SOM*

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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.