



DATE ISSUED: 01/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director Center for Student Research

JOB SUMMARY

The Director of the Center for Student Research is responsible for promoting and enhancing educational experiences for students by providing opportunities for meaningful interaction between faculty and students through support, education, and programming in research and creative activities. The Director will focus on mentoring students at all levels (undergraduate and graduate). The primary role of the Director will be to oversee programming for the Center; communicate closely with the Advisory Committee; oversee the budget; promote the Center and its activities; work with faculty mentors to help them be effective mentors; work with reviewers to select grant and travel recipients; and evaluate effectiveness of the Center's programs and activities. Work is performed under the administrative supervision of the Vice Provost for Research under minimal supervision with a broad latitude for initiative and independent judgment and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system in accordance with University Policies and Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Vice Provost for Research

Supervises: Administrative Assistant

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

- Provides visionary leadership and direction for the Pioneer Center for Student Research in collaboration with an advisory committee.
- Establishes collaborative working relationships across the university community to facilitate research partnerships.
- Develops, implements, and assesses programs that support faculty and student research.
- Collects, analyzes, and reports data to assess the effectiveness of Center programming and provides documentation as needed.

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- Collaborates with ORSP, the Graduate School, and Undergraduate leadership to develop and implement strategies to strengthen student research at TWU.
- Communicates effectively with an Advisory Board and implements appropriate feedback from the Board.
- 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

- Performs other duties as requested.

EDUCATION

Ph. D. required.

EXPERIENCE

Four years experience of demonstrated history of effectively mentoring students (undergraduate or graduate) in research or related area.

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 and delegate 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 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.

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.

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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.