



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 12/16  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Student Life Administrator

### ***JOB SUMMARY***

Provides professional support to the Vice President for Student Life in all areas of the Division. Ensures a smooth operation of the office by handling administrative projects and high level searches within the Division of Student Life, coordinates the Vice Presidents travel, coordinates special projects, workshops, and retreats. Interfaces with Directors and other executive staff to address concerns of the University; and assists with administrative and staff service functions of the Division. Work is performed under general supervision of the Vice President for Student Life with evaluation based on overall effectiveness and accomplishment of assigned goals and performance evaluation 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 and Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Vice President for Student Life

*Supervises:* No supervisory responsibility

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

- Coordinates materials for the Board of Regent Meeting in conjunction with the Vice President.
- Coordinates special events, Student Life Retreats, programs involving external workshop speakers, special seminars etc.
- Coordinates high level searches within the Division of Student Life for high level searches, student life task forces, and special committees.
- Oversees the process for tracking, evaluation, and maintaining Student Life contracts including all special performances for student groups.
- Coordinates and tracks upcoming strategic planning activities and processes in Student Life from unit level to Vice-Presidential level.

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- Shares responsibilities for coordinating and managing the schedule of the Vice President for Student Life.
- Serves as the Primary for the coordination of travel and reimbursement for the Vice President for Student Life.
- Assists the Vice President for Student Life direct reports and student life units.
- Assists in policy development as requested and provides interpretation of policies and procedures concerning the division.
- Assists the Assistant to the Vice President in special projects, retreats, and workshops for Vice President.
- Addresses questions and concerns related to the academic matters and directs inquiries to appropriate campus resources to include inquiries from parents and families.
- Assists with student concerns.
- Assists with student fee process to include support for the Student Service Fee process.

### ***ADDITIONAL DUTIES***

- Shares responsibility for reconciling purchase card transactions and processing travel vouchers for the Vice President for Student Life.
- Assumes responsibilities for the Assistant to the Vice President in her absence.
- Performs other duties as requested.

### ***EDUCATION***

Bachelor's degree required. Master's degree preferred.

### ***EXPERIENCE***

Seven years of progressively responsible clerical experience preferably including experiences as a clerical supervisor.

### ***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 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:** \_\_\_\_\_

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**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.***