



**DATE ISSUED:** 11/17  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Assistant Director for New Student Programs

### ***JOB SUMMARY***

The Assistant Director for New Student Programs in the Center for Student Development provides leadership for, develops, and manages programs designed to facilitate the successful transition of new students and family members into the Texas Woman's University community, particularly through transition programs such as Summer Orientation, orientation for special student populations, Pioneer Camp (Fall Orientation), Mid-Year/January orientation, Mid-Year/January Welcome (Back) Week and Parent and Family Programs. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Director of Center for Student Development

*Supervises:* Student Assistants

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

- In conjunction with institutional strategic vision, provides strategic oversight, budget development, and supervisory oversight for new students, transfer, graduate and family orientations including managing creation and assignment of orientation events, and tracking success of each orientation session.
- Establishes and implements short- and long-range programmatic goals, objectives, policies, and operating procedures for New Student Programs, develops and monitors annual program budgets, monitors and evaluates operational effectiveness, and effects changes required for improvement .
- Collaborates extensively within the TWU community, especially with Enrollment Services, and with the larger Denton community to provide successful transition programs.

*Assistant Director,  
New Student Programs  
Date Issued: 11/17  
FLSA: Exempt  
PTO: VCS*

- Creates all publications regarding New Student Programs including, but not limited to, brochures, confirmation letters, programs, parent handbook, and other miscellaneous communication to new students.
- Recruits, selects, trains, supervises, and evaluates orientation leaders and other orientation paraprofessional staff.
- Serves as chair of the Orientation Advisory Committee, a group comprised of faculty, staff, and students who provide advice regarding the development of policies and programs for student orientation and transition.
- Manages technological resources that facilitate the orientation and transition of new students and their families, including the online orientation system and online orientation reservation systems.

### ***ADDITIONAL DUTIES***

- Assists in the total development of the Division of Student Life through participation in university, divisions and departmental committees.
- Performs other duties as requested.

### ***EDUCATION***

Master's degree in higher education, student development, counseling, or related field.

### ***EXPERIENCE***

Three years of related work experience advising students and student groups.

### ***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 student development theory, and good practices.
- Ability to network across departments and programs.
- Demonstrated commitment to diversity.
- Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

*Assistant Director,  
New Student Programs  
Date Issued: 11/17  
FLSA: Exempt  
PTO: VCS*

- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- 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.*

Assistant Director,  
New Student Programs  
Date Issued: 11/17  
FLSA: Exempt  
PTO: VCS

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.***