JOB DESCRIPTION

TITLE
Assistant Director, Student Life - Dallas

JOB SUMMARY
The Assistant Director will perform a wide variety of duties which enhance student knowledge, understanding, and skills essential for academic success and personal development. Supervises and evaluates two professional staff (Program Coordinator and Secretary). Liaison between the Dallas campus and the Denton campus Student Life offices (i.e., Center for Student Development; Commuter Services; Diversity, Inclusion, and Outreach; Fitness and Recreation; Food and ID Services; International Education; Legal Services; Student Health Services; Student Life Office; and Student Union). Works closely with Dallas faculty and academic administrators. The Assistant Director duties encompass the coordination of programs, events, and committees. Performs supervision and management of the Dallas campus Student Life facilities and the Student Life programs offered. Responsible for student development activities and providing information to students about services. Work is performed under minimal supervision within established policies and procedures with considerable independence, 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: Director, Center for Student Development

Supervises: Student Development Specialist III, Secretary, Graduate Assistant(s), and Student Assistants

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

- Supports and provides leadership for all programs and initiatives originating from the Student Life-Dallas office. Main point of contact for all Denton Student Life and student success offices.
- Supervises and evaluates two professional staff (Program Coordinator and Secretary).
- Works closely with Dallas faculty and academic administrators.
• Develops and implements assessments and evaluations as well as researches activities related to all programmatic areas of responsibility.
• Assesses learning and expected outcomes for programs and guides Program Coordinator in these efforts.
• Ensures collaboration and coordination with all internal and external stakeholders regarding content and participation within all programmatic areas.
• Serves as the Dallas Campus Review Officer. Coordinates scheduling of Review Committee members for hearings as appropriate with facilitator along with author of report and alleged violator.
• Serves in an advisory capacity for students considering the appeal process and involved in Code of Conduct and Academic Dishonesty cases.
• Facilitates the processing of student employment paperwork for all departments on the Dallas campus that hire student assistants.
• Develops, prepares, and monitors Student Life-Dallas operating, revenue, and SGA annual budgets. Presents budget requests to Student Service Fee Committee annually.
• Coordinates the communication and distribution of student health insurance program information. Serves as liaison with Student Health Services. Schedules immunization clinics each semester. Acts as a resource for frequent questions about meningitis, TB blood tests, required titers, and required insurance.
• Facilitates and coordinates the Dallas New Student Orientation processes in partnership with the Dallas academic program directors.
• Serves as liaison with ID Card and Dining Services. Creates ID badges which includes collecting money for replacement badges. Makes entries into CBORD as necessary and collects money weekly from CBORD machine. Manages basic troubleshooting of CCure, clearance area access, printer, and CBORD.
• Responsible for Student Life-Dallas website and all printed publications. Updates content regularly. Updates calendar, Facebook, Twitter, and blog postings.
• Onsite responsibility for Fitness Center, including overseeing of cleaning, enforcing locker policies, point of contact for new equipment and quarterly maintenance, and basic troubleshooting.
• Advises and supports students requesting disability accommodation and serves as a liaison with Disability Support Services.
• Develops goals and objectives for student development programs and services.
• Assists with department goals and collaborates on department-wide events and initiatives.
• Interprets laws, rules, policies, and procedures, and applies these interpretations to specific non-routine situations.
• Responsible for inventory control for Student Life areas on the Dallas campus.
• Performs other duties in support of student engagement and student services.
• 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

- Assists in the total development of the Division of Student Life through participation in University, division, and departmental committees.
- Actively seeks to contribute to the Division of Student Life strategic plan.
- Schedules legal services advisor appointments for students seeking legal counsel with the University’s lawyer for students.
- Facilitates Student Life Emergency Loan process.
- Attends training workshops and conferences.
- Performs other duties as requested.

EDUCATION

Master’s degree in college student affairs, counseling, higher education, or closely related field required.

EXPERIENCE

Four years of general experience in the area of student life required. Student developmental programming, supervisory, and human relations experience helpful.

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 student development theory and good practices.
- Excellent public speaking skills with experience in conducting training workshops.
- Ability to provide leadership and mentoring to student populations and to respond appropriately to stressful situations.
- Ability to network across departments and programs.
- Demonstrated commitment to diversity.
- 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 respond to emergency situations in a timely 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.
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.