



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 01/19  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Assistant Director, Health Promotions & Kinesiology

### **JOB SUMMARY**

This position encompasses two broad areas of responsibility, Instructional Oversight and Internship Oversight for the School of Health Promotion and Kinesiology (SHPK). Responsibilities related to instructional oversight include supervision of Graduate Teaching Assistants (GTA) and Graduate Assistants (GA). Responsibilities related to internship oversight include planning, organizing, implementing, and evaluating the internship programs. Work is performed under general supervision 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 and Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director/Chair

*Supervises:* Senior Secretary, Graduate Teaching Assistants, Graduate Assistants, Student Assistants.

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

- In collaboration with the SHPK Associate Directors, reviews applications and selects Graduate Assistants to meet the SHPK instructional needs.
- Coordinates Graduate Assistant instructional assignments.
- Develops and implements programs for Graduate Assistants.
- Mentors and provides instructional support for Graduate Assistants.
- Prepares annual Graduate Assistant report for the Graduate School
- Monitors and implements program related activities, following policies and guidelines.
- Collects and edits data for reports, drafts, or manuscripts
- Maintains good public relations.
- Provides administrative support.
- Coordinates communication materials.

- As applicable, anticipates needs of the programs, grants, and activities, and develops recommendations for addressing those needs.
- Ensures proper reporting and administration of requirements.
- Develops and maintains an effective record keeping procedure.
- Ensures that support services are provided to the program and stakeholders.
- Meets with faculty and other staff members in the collaboration of the success of the programs.
- Works with outside agencies as appropriate to meet responsibilities.
- Observes work and safety rules and policies.
- Coordinates faculty and Graduate Assistants who are supervising internships.
- Maintains verbal, written, and onsite contact with the internship students and preceptors.
- Serves as a student advocate in the resolution of issues (pertaining to the supervised practice) between the students and preceptors/institutions, and enforces student accountability
- Plans and coordinates the on-going evaluation of the facility preceptor, faculty and students.
- Reviews, develops, implements, evaluates and revises the program policies and procedures.
- Develops, revises, and maintains the student internship manual.
- Coordinates and ensures compliance with University and internship site policies.
- Maintains a complete file for each student.
- For areas of responsibility, initiates program evaluations and makes recommendations for expansion and/or revision.
- Maintains records and makes required reports to various offices on campus for areas of responsibility.
- Prepares annual budget for areas of responsibility.

### ***ADDITIONAL DUTIES***

- Performs other duties as requested.

### ***EDUCATION***

Master's degree required. PhD preferred with at least one degree related to a discipline within the SHPK.

### ***EXPERIENCE***

Three years of discipline specific professional experience, and at least one year experience teaching and/or supervising the internship students.

## **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:*

- Ability to plan, direct, and evaluate a complex operation, using human resources, 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.
- 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 judgement 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 through verbal and written means.
- 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.

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**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.***

***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.***