JOB DESCRIPTION

TITLE
Manager of Events & Student Programs

JOB SUMMARY
The Manager of Events and Student Programs will participate in activities that support program delivery; event planning and management; program marketing, promotion, and communication; preparation of reports; and hiring and supervision of student assistants. The Manager is responsible for all aspects of CWB’s co-curricular programs for students such as workshops, seminars, conferences, and competitions. Work is performed under appropriate professional supervision and performance is based on the effective delivery of programming, and creation and growth of businesses among Center clients. 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 Women in Business
Supervises: Student Assistants

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

- Identifies optimal programming to attain Center objectives.
- Manages event planning.
- Manages delivery of programming, including significant personal participation.
- Markets, promotes, and communicates, including social media.
- Hires and supervises student assistants.
- Coordinates Minerva Scholarship program.
- Operates within established budget parameters.
- Develops and maintains relationships necessary and appropriate to programming goals.
ADDITIONAL DUTIES

- Travel required for meetings, events, activities
- Performs other duties as requested

EDUCATION

Bachelor’s degree in an area related to program content or assigned responsibilities. Job related experience may substitute for the required education.

EXPERIENCE

Three years of experience in entrepreneurial programming support and event planning. Related experience may be considered.

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 organize work effectively and exercise judgement based on an understanding of organizational policies and activities
- Project management skills
- Ability to work in an entrepreneurial environment where change may occur more frequently
- Ability to travel
- Excellent verbal and written communication skills
- Ability to build and maintain professional relationships
- Ability to meet operational safety and ADA standards
- Ability to manage programs within an established budget
- Ability to establish and maintain effective work relationships with students, faculty, staff and the public.
- Ability to use a personal computer and other office equipment, including university related 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.*

*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.