



**DATE ISSUED:** 10/12  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Academic Affairs Specialist

### ***JOB SUMMARY***

Performs responsible work in the development and production of analytical reports that support academic affairs initiatives. Develops plans and tactics for diverse academic affairs projects which may require coordination and effective communication with personnel and units across TWU campuses. Utilizes technological tools to organize and effectively communicate information from analyses and projects. Responsible for independently performing responsible and confidential duties and non-standardized work requiring the employee to develop methods, schedules, and priorities. Work is performed under minimal supervision, and performance is based on completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with University Policies and Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Senior Associate Provost

*Supervises:* May supervise Graduate Assistants or Student Assistants as required for assigned projects

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

Plans and carries out assigned Academic Affairs projects related to academic support and faculty success.

Plans and facilitates academic events overseen by the Senior Associate Provost.

Coordinates communication regarding academic support and faculty success with faculty and staff on TWU campuses.

Carries out research for and prepares assigned academic reports and responses.

Develops and produces statistical and analytical reports.

Selects and utilizes the most appropriate technological tools to perform analyses and report results to internal and external audiences.

Develops, organizes, maintains, and assures accuracy of information for the Academic Affairs website.  
Prepares communications and presentation materials for academic support and faculty success initiatives.  
Represents the Office of the Senior Associate Provost on campus-wide and intra-departmental committees.

### ***ADDITIONAL DUTIES***

Troubleshoots software and hardware issues.  
Performs other duties as requested.

### ***EDUCATION***

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

### ***EXPERIENCE***

Three years of Academic Affairs support experience. Three years of reporting experience for general state and federal programs. Three years of project management and/or event coordination. Additional education may substitute for experience.

### ***REQUIREMENT***

Regular and reliable attendance at the University during regularly scheduled days and work hours is an essential function of this position. May require work on evenings or weekends when university events are scheduled.

### ***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

Ability to organize work effectively, conceptualize and prioritize objectives, and exercise independent judgment.

Ability to integrate resources and information to develop procedures and to solve problems.

Ability to present information effectively to internal and external audiences.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to work effectively with data systems and office software such as Word, Excel, PowerPoint, Access, Colleague, Sharepoint, and SQL Reports.

Ability to communicate effectively by phone, in person, and in writing.

Ability to produce accurate reports under time pressure, when needed.

Ability to proofread, identify significant details, verify researched data, and locate information in electronic and published sources.

Ability to establish and maintain effective working relationships with students, faculty, and staff.  
Ability to use a personal computer and other office equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods of time.

### **WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion, or harassment, including sexual harassment. Work is performed primarily indoors and in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

### **SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practices to supervisor.

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

***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.***

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***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or 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.***