

| UNIVERSAL ESSENTIAL FUNCTIONS: | Typical % Allocation |
|---|----------------------|
| <p>Assist Social Justice Student Leadership (SJSJL) programs in the management of the CACTUS Academy first-year leadership program</p> <ul style="list-style-type: none"> Attend weekly planning meetings with the CACTUS Academy first-year leadership program to develop curricula, plan workshop and training activities, reach out to community partners, and prepare and facilitate for Academy sessions Develop and facilitate for Academy sessions Uphold the CACTUS Academy first-year leadership program's mission and vision Coordinate with the CACTUS Academy first-year leadership program's staff and community partners | 100% of job |
| <p>Work with CPS staff, Tulane faculty, community partners, and student leaders to identify, support and develop necessary educational, awareness and recognition programming for student engaging in service activities.</p> <ul style="list-style-type: none"> Programming may include trainings, educational speakers, social awareness events and conferences, film screening, and social programming. Programs may include, but are not limited to Community Involvement Awards, and Student-led Days of Service | 15% of job |
| <p>Assist the SJSJL Assistant Director in the ongoing assessment of co-curricular programs</p> <ul style="list-style-type: none"> Ensure that established monitoring and assessment processes are implemented (completion of evaluation forms, surveys, student interviews, etc) Compile and report data to the Program Manager Assist in development of new assessment tools and approaches as needed | 10% of job |
| <p>Perform other duties as requested or required, whether or not specifically mentioned in this job description.</p> | 5% of job |
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UNIVERSAL PERFORMANCE STANDARDS:

Completes all assigned duties by established deadlines and in accordance with established or defined protocols, policies, and procedures.

Apprises supervisor of issues that might impede timely completion of assigned duties and/or departmental projects.

Exercises sound judgment and discretion at all times and maintains cooperative working relationships with both internal and external constituencies and co-workers.

Exhibits a willingness to perform other duties as requested or required efficiently and timely.

Complies with all policies and procedures as stipulated in the Tulane Staff Handbook.

Financial Responsibility: Yes, Amount \$ _____ or No

Note: Financial responsibility includes authority to use a P-card and engage in departmental purchasing, departmental petty cash funds, departmental budgets, and/or financial management of other assigned accounts.

Supervisory Responsibility: Yes No

Is this position at risk of exposure to blood-borne pathogens Yes or No

Is this position at risk of exposure to tuberculosis? Yes or No

HIPAA STATEMENT: Employee provides services associated to the Tulane University Medical Group, its participating physicians and clinicians, which is a covered entity under the HIPAA rule. In the scope of performing functions, including but not limited to management, administrative, financial, legal and operational support services, I may have access to Protected Health Information (PHI), which is information, whether oral, written, electronic, visual, pictorial, physical, or any other form, that relates to an individual's past, present or future physical or mental health status, condition, treatment, service, products purchased, or provision of health care and which reveals the identity of the individual, whose health care is the subject of the information, or where there is reasonable basis to believe such information could be utilized to reveal the identity of that individual.

Yes No

SIGNATURES: In signing below, I certify that this job description is an accurate representation of the responsibilities of this position.

| | |
|---------------------|---------------|
| _____ Employee | _____ Date |
| _____ Supervisor | _____ Date |

Note: This job description is not an employment contract and may be modified at any time at the discretion of the department or university.