

## JOB INFORMATION

Effective Date	10/12/2021
Job Code:	3565
Job Title:	Assistant Director, Student Involvement and Leadership
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec/Admin/Mgmt
Job Function:	Student Engagement
Job Family:	Student Programs
Job Summary	<p>The Assistant Director of Student Involvement and Leadership will be responsible for developing and coordinating campus wide leadership experiences to enhance the growth and education of a diverse student body and is responsible for setting and articulating the vision for active community engagement and collaborative educational experiences in service learning and volunteerism on and off campus. The Assistant Director's duties include overseeing and facilitating a comprehensive student leadership program, the stand-alone functional area of the SLICE Center, and working closely with both faculty and the external community to develop community engagement resources and programs.</p> <p>This position is also available to handle day to day customer issues from an administrative perspective, working with student complaints and issues, and making referrals to the Assistant Dean or elsewhere as necessary.</p>

## COMPETENCIES

### Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

## QUALIFICATIONS

### Education

Education Level	Education Details	Required/Preferred	
Master's Degree	in student personnel, education, training and development, or related field	Required	

### Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	continuous experience in training and development programs, student leadership, community engagement/service learning, programming activities, and working with student groups in a college or university setting	Required	

## Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	years continuous experience in training and development programs, programming activities, and working with student groups and experience working with an adult student population in a university setting and in the context of student leadership and community engagement/service learning	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Knowledge of group dynamics as well as the ability to lead, oversee, and supervise the activities of others.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Knowledge of organizational and management skills including budget management, planning, evaluation and assessment, and effective marketing.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Working knowledge of student leadership development theories and developing student learning outcomes for assessment.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Extensive knowledge in word processing and desktop publishing skills</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Must have clear, precise, and effective oral/written communication skills as well as being comfortable speaking in large and small group settings.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Strategic thinker with excellent organizational skills and the ability to manage several projects simultaneously.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to train and develop student leaders, individually and in groups and ability to identify and develop leadership opportunities for students.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to exhibit a positive attitude and to deal with coworkers, students, faculty and staff tactfully and courteously to maintain effective service-oriented relationships.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to work nights and weekends when needed to attend events and meet with students, including travel that may require overnight stays.</li> </ul>	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Administrative - Overseeing and facilitating the stand-alone functional area of the Student Leadership, Involvement and Community Engagement Center (SLICE). This includes recruitment, advising, decision making, program development, research, fundraising through the Development Office, grant writing, contract negotiations and budget management. Includes marketing the academy to prospective participants, scheduling appropriate sessions, recruiting volunteer presenters, scheduling of appropriate facilities, coordinating service learning activities, developing (in conjunction with session presenters) appropriate classroom materials, developing (in conjunction with session presenters) appropriate assessment instruments, and managing the SLICE budget. Seeking out and developing service learning/community engagement activities. Collaborates with faculty to create intentional service learning activities and to chronicle them in a central database.</li> </ul>	30%

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Assessment - responsible for assessing both the success of the institute and learning outcomes of students. Research appropriate assessment instruments to ascertain the level of student learning as related to both student success and retention.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Programming/Advising - Develop a series of leadership experiences which include but not limited to 2 Community Outreach Days, 2 off campus leadership retreats, leadership speakers series (NSLA), state-wide leadership conference and a comprehensive workshop series. Serves as an advisor to individual students seeking to expand and develop new leadership skills and experiences while also advising student programming committees. Negotiates contracts with agents, speakers and conference/retreat sites..</li> </ul>	30%
<ul style="list-style-type: none"> <li>Assist the Coordinator of Student Life for Student Organizations in developing and presenting workshops for student organization leaders on a variety of leadership development topics. Workshop activities are conducted in the Fall, Spring, and Summer.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Outreach - Work closely with both faculty and the external community; accessing leadership and monetary resources. Create external networks to garner support.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Office Programs &amp; Supervision - Assist with other programs and activities of the Student Life Office as needed. This includes informally supervising the front desk workers, advising several student programming committees, and working with student/customer issues that require referrals Supervises a Student Tech II.</li> </ul>	5%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	No
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description