

# University of Houston – Clear Lake

## Position Description

Job Title: **Director, Campus Operations**

Job Code: **2290**

Pay Grade: **060**

FSLA: **EX**

Location: **Pearland**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	A Bachelor's degree in Business Management, Public Administration, or related field.	Master's degree or other advanced degree in Business or related field
Experience	Minimum of five years experience in a service oriented position with a demonstrated ability in managing processes.	Campus management or related experience in an educational environment
License/Certification		

***This position may be security sensitive requiring a background check of the final candidate.***

### POSITION SUMMARY

**The individual in this position is responsible for the overall campus environment of the UHCL Pearland Campus, and is responsible for providing support for instructional and student services programs, business office and facility operations. Responsibilities include coordinating, monitoring and promoting all campus activities; providing point of contact for ensuring overall cleanliness of campus facilities and grounds to ensure the campus is conducive to the learning environment. In discharging these responsibilities, the UHCL Pearland Campus Manager reports to the Associate Vice President for Information Resources and interfaces with all units having staff at the Pearland Campus.**

Duties and responsibilities	% Time
Responsible for coordinating, through appropriate personnel as required, all campus activities. Serve as point of contact for campus activities.	20
Assist with and coordinate on-campus student service activities with appropriate Student Services staff and administrators.	20
Establish and maintain regular communications with the schools and UHCL offices regarding Pearland Campus matters. Advocate Pearland Campus concerns to UHCL Administration to ensure that the campus is operating smoothly.	20
Recommend policies, procedures, and guidelines for maintaining a positive learning environment at the campus for faculty, staff and students of UHCL. Coordinate security issues with UHCL police department and on-site security personnel; establish and maintain a priority system for emergency responses. Coordinate with UCT on the technical needs of the campus. Oversee procurement and inventory control of materials, supplies and equipment on site. Coordinate with appropriate personnel on all moves of furniture and equipment at the location. Provide campus reports and review records and reports of campus activities to ensure progress is being accomplished towards campus objectives; modify or change methodology as required to redirect activities and attain objectives.	20
Responsible for coordinating maintenance needs (house keeping, grounds keeping and classroom	10

setup as needed) for the UHCL portion of the campus.	
Coordinate with instructional administration and staff to maximize classroom utilization. Other duties as assigned.	10

***This position description describes the general qualifications, duties and responsibilities of work being performed.***