

University of Houston – Clear Lake

Position Description

Job Title: **Director, SOE Student Relations**

Job Code: **2295**

Pay Grade: **060**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree in Education, Student Development, Counseling or related field and three years recent higher education experience OR equivalent combination of education and experience.	
Experience		
License/Certification		

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

POSITION SUMMARY

The Director of Student Relations is responsible for the Office of Academic Advising, which is, by far, the largest section of the Associate Dean's Office; the Office of State Assessments and the School of Education (SoE) Success Through Education Programs (STEP). The Director has total responsibility for the budgets of the areas under his/her supervision. The Director is responsible for the overall student affairs in the SoE, including academic advising; information sessions; communication with students regarding application, admission decisions, and degree and program plans; developing degree/certification plans; overseeing publication of the educator; participating in multiple advising-related activities such as developing special programs; serving on school and university committees; and responsibility for matters related to alumni, student recruitment and program marketing as directed by the Associate Dean.

Duties and responsibilities	% Time
Direct the activities of the Office of Academic Advising, Office of State Assessments, and the SoE STEP programs.	60
Responsible for all personnel decisions relating to hiring, discipline, terminations, and pay. Responsible for the budget of the sections under his/her direction. Advise students. Prepare degree/certification plans. Serve on School and University committees. SoE PeopleSoft liasion. Coordinator SoE registration procedures.	30
Responsible for all planning, assessment, marketing, and recruitment for the sections under his/her direction.	10

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