

University of Houston – Clear Lake

Position Description

Job Title: **Director, Student Success Program**

Job Code: **3579**

Pay Grade: **050**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree	
Experience	Five years working in academic support service programs	Bilingual skills
License/Certification		Some experience in higher education setting

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

POSITION SUMMARY

The Director is responsible for the following: **Development and Management of Student Success Program** (e.g., Academic Support Program, Tutoring program, academic success component of New Student Orientation, etc.) and other initiatives to increase student success. Supervise student tutors. Coordinate the scheduling for students and staff. Serve as the institution's primary point of contact with external organizations' concerns and issues related to Student Success Program. Develop and assess learning outcomes of all Student Success Programs.

Duties and responsibilities	% Time
Development and management of the Student Success Program to include assessing its performance, learning outcomes and initiatives to increase student success.	50
Serve as the institution's primary point of contact with external organizations' concerns and issues related to the Student Success Program	20
Will oversee the daily activities of the program and perform the following duties: supervise, train and hire new tutors, process timesheets, handle scheduling and other management activities.	20
Other duties as assigned	10

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