

University of Houston – Clear Lake

Position Description

Job Title: **Director, Transition Programs**

Job Code: **2271**

Pay Grade: **050**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Masters degree in Education, Counseling, Psychology, or related fields.	Doctorate in related fields.
Experience	Three years work experience with a disadvantaged population in a student service and retention capacity.	
License/Certification		Bilingual (Spanish)

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

POSITION SUMMARY

Coordinates the daily operation of Title III Strengthening Institutions grant program from the Department of Education. Coordinates services that aid in retention and progression of students, and works closely with department chairs, academic Deans and administration at UHCL, as well as local school and business partners. Assists Provost (Project Director) and AVPAA (Project co-director) to assure that grant operations are in compliance with the U.S. Department of Education General Administrative Regulations, including preparing and submitting timely programmatic and financial reports. Recruits, trains, supervises and evaluates all personnel associated with the program including professional staff and student employees. Oversees recruitment and acceptance of all participants in the program. Coordinates faculty training activities. Ensures the development and execution of effective evaluation and technical systems to assess the program's outcome as well as institutional objectives. Other duties as assigned.

Duties and responsibilities

% Time

Assists Provost (Project Director) and AVPAA (Project- Co Director) to assure that grant operations are in compliance with the U.S. Department of Education General Administrative Regulations, including preparing and submitting timely programmatic and financial reports to the U.S Department of Education. Maintains knowledge of Title III and Department of Education Policies.	40
Recruits, trains, supervises and evaluates all personnel associated with the program including professional staff and student employees	20
Oversees recruitment and acceptance of all participants in the program. Oversees database of student participant information. Delivers individual and group services to students as well as oversees activities of First-Year Experience.	20
Oversees assessment of each participant and the development and evaluation of support programs. Ensures the development and execution of effective evaluation and technical systems to assess the program's outcome as well as institutional objectives. Coordinates and delivers faculty training activities. Other duties as assigned.	20

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