

University of Houston – Clear Lake

Position Description

Job Title: **Executive Director, Academic Programs and Advising**

Job Code: **2125**

Pay Grade: **080** FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Ph.D. in related discipline.	Ph.D. in discipline taught in Business.
Experience	Five or more years in higher education.	Preferable experience in university setting in positions requiring supervisory skills.
License/Certification		

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

POSITION SUMMARY

The Executive Director, Academic Programs and Advising in the School of Business is responsible for the management, growth, and development of the school's enrollment. Duties include development and implementation of enrollment growth initiatives, supervision of the school's academic advising, student services and student organization and creating school visibility.

Duties and responsibilities

% Time

Oversee the school's academic advising processes and ensure adequate student support.	25
Establish vision, priorities and business plan to build and improve the school's enrollment.	20
Oversee the delivery of the school's graduate admissions process into the program and ensure timely feedback to applicants.	20
Develop and implement special graduate events such as orientations, etc. and serve as a catalyst to create an esprit de corp among the school's graduate students. Responsible for development of written information for students (handouts, web page) that clearly explain programs procedures, policies, etc. Also responsible for development and delivery of effective marketing presentations. Maintain active involvement with other offices in the school and university as appropriate. Serve as convenor of the school's Curriculum Committee and Academic Standards Committee. Obtain required PeopleSoft training.	20
Work with the Office to Admissions to ensure the attainment of enrollment goals.	15

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