

# University of Houston – Clear Lake

## Position Description

Job Title: **Executive Director, Academic Support Services**

Job Code: **2129**

Pay Grade: **080**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree, Doctorate in progress.	Degree in Student Personnel, Counseling, or Higher Education. Completed doctorate preferred.
Experience	Six years working in academic support service programs in higher education. A minimum of three years supervisory experience.	Experience developing and implementing retention/student success programs for at-risk students and working with students with disabilities.
License/Certification		

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

### POSITION SUMMARY

The Executive Director of Academic Support Services provides leadership and direction for four major departments within Student Services: the Student Success Center, the Math Center, the Writing Center, and Services for Students with Disabilities. The Executive Director works with the Directors of these departments to assess student needs and learning outcomes, coordinate services, and manage resources. The Executive Director will be expected to work collaboratively with faculty and administrators in each of the Schools, the Student Services staff, and Enrollment Management staff, especially the advising staff. The Executive Director will also establish good working relationships with feeder high schools and community colleges to allow for a smooth transition to UHCL. The Executive Director will develop retention plans, write retention reports, and represent the Student Services Division and University at meetings to further the student success agenda.

Duties and responsibilities

% Time

Provide leadership and expertise to the University by planning, coordinating and implementing programs to enhance student success. Monitors and analyzes student data to determine students' needs, impact of various initiatives, and program effectiveness. Establishes goals and priorities consistent with those of the Student Services Division and the University. Reports outcomes on a regular basis to various constituencies within the University and the UH System, as requested. Works with external constituencies, particularly feeder schools, to develop a continuity of academic support programs.	20
Provides administrative oversight for the following departments: Student Success Center, Math Center, Writing Center, and Services for Students with Disabilities. Meets regularly with their respective directors to review mission and vision, goals, initiatives, and assessment. Works collaboratively with each area to help meet students' academic support needs. Monitors and reviews budget requests and expenditures. Writes and presents regular reports on the academic success of students. Assists and supports each of the department directors in accomplishing their goals. Provides expertise in the use of technology to provide services, monitor usage, and evaluate effectiveness for the departments. Responsible for informing staff about academic policy, legislation, and professional standards and ensuring their compliance with the above.	20

Serves as the director of the Student Success Center and leads the unit in creating a vision, mission, strategic plan, budget requests, and assessments. Directly supervises all staff in the department. Supports and provides professional development as needed. Responsible for program planning, implementation, assessment and marketing.	20
Provides overall supervision and professional development of staff, management of personnel related issues, and hiring and recruitment of new staff members. Evaluates the performance of staff members and makes salary recommendations. Provides appropriate orientation, training, and support for all staff members. Other duties as assigned.	20
Develops positive working relationships throughout the University and works collaboratively with various constituencies to provide student success pathways and opportunities. Assists other departments in developing retention initiatives that will enhance student success. Consults with faculty and staff regarding specific student issues and works to resolve academic barriers and problems. Maintains a reduced caseload of advising students regarding their academic progress, developing academic improvement plans, and following up on their progress.	20

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