

# University of Houston – Clear Lake

## Position Description

Job Title: **Executive Director, Environmental Institute of Houston**

Job Code: **2269**

Pay Grade: **090**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Ph.D. in discipline related to environmental issues.	
Experience	Teaching experience in environmental field. Research experience in environmental field. Experience with community outreach. Minimum five years experience in administration. Record of successful fund raising for federally funded research.	
License/Certification		

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

### POSITION SUMMARY

The executive director heads the Environmental Institute of Houston and is responsible for administering budgets obtained from the Legislature, grants, contracts, and donations. The ED supervises a staff engaged in education, outreach, and research; interacts with an advisory board and performs outreach to many external constituencies. The ED is responsible for developing resources for EIH activities. The ED performs teaching, research and service duties appropriate to a faculty appointment.

Duties and responsibilities	% Time
Perform teaching, research, and service duties appropriate to a faculty appointment.	50
Administer EIH budgets and projects.	15
Supervise EIH staff. Manage EIH faculty grants and facilitate faculty research.	15
Represent EIH to external constituencies. Develop proposals for external funding	5
Manage EIH research projects.	10
Coordinate partnership activities with agencies, businesses, and environmental organizations.	5

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