

University of Houston – Clear Lake

Position Description

Job Title: **Assistant Director, Student Life - SLICE**

Job Code: **3565**

Pay Grade: **040** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree in student personnel, education, training and development, or related field.	
Experience	Two years continuous experience in training and development programs, student leadership, community engagement/service learning, programming activities, and working with student groups in a college or university setting.	Five or more years continuous experience in training and development programs, programming activities, and working with student groups and experience working with an adult student population in a university setting and in the context of student leadership and community engagement/service learning.
License/Certification		

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

POSITION SUMMARY

Responsibilities: The Assistant Director of Student Life-Student Leadership, Involvement and Community Engagement (SLICE) will be responsible for developing and coordinating campus wide leadership experiences to enhance the growth and education of a diverse student body and is responsible for setting and articulating the vision for active community engagement and collaborative educational experiences in service learning and volunteerism on and off campus. The Assistant Director's duties include overseeing and facilitating a comprehensive student leadership program, the stand-alone functional area of the SLICE Center, and working closely with both faculty and the external community to develop community engagement resources and programs. This position is also available to handle day to day customer issues from an administrative perspective, working with student complaints and issues, and making referrals to the Assistant Dean or else where as necessary.

Duties and responsibilities

% Time

Administrative - Overseeing and facilitating the stand-alone functional area of the Student Leadership, Involvement and Community Engagement Center (SLICE). This includes recruitment, advising, decision making, program development, research, fundraising through the Development Office, grant writing, contract negotiations and budget management. Includes marketing the academy to prospective participants, scheduling appropriate sessions, recruiting volunteer presenters, scheduling of appropriate facilities, coordinating service learning activities, developing (in conjunction with session presenters) appropriate classroom materials, developing (in conjunction with session presenters) appropriate assessment instruments, and managing the SLICE budget. Seeking out and developing service learning/community engagement activities. Collaborates with faculty to create intentional service learning activities and to chroncillize them in a central database.	30
Programming/Advising - Develop a series of leadership experiences which include but not limited to 2 Community Outreach Days, 2 off campus leadership retreats, leadership speakers series (NSLA), state-wide leadership conference and a comprehensive workshop series. Serves as an advisor to	30

individual students seeking to expand and develop new leadership skills and experiences while also advising student programming committees. Negotiates contracts with agents, speakers and conference/retreat sites..	
Assessment - responsible for assessing both the success of the institute and learning outcomes of students. Research appropriate assessment instruments to ascertain the level of student learning as related to both student success and retention.	15
Assist the Coordinator of Student Life for Student Organizations in developing and presenting workshops for student organization leaders on a variety of leadership development topics. Workshop activities are conducted in the Fall, Spring, and Summer.	15
Outreach - Work closely with both faculty and the external community; accessing leadership and monetary resources. Create external networks to garner support. Office Programs & Supervision - Assist with other programs and activities of the Student Life Office as needed. This includes informally supervising the front desk workers, advising several student programming committees, and working with student/customer issues that require referrals Supervises a Student Tech II.	10

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