

University of Houston – Clear Lake Position Description

Job Title: **Associate Director, Intercultural & International Student Services**

Job Code: **3562**

Pay Grade: **050** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Masters Degree in Student Personnel, Higher Education Administration, Social Science, Intercultural Communication or related field.	Masters highly preferred in Student Personnel, or related field
Experience	At least five years supervisory experience in higher education, working knowledge in multicultural and diversity programs, knowledge of international issues and cultures, and understanding life experiences of a diverse, multi-ethnic and multi-cultural student population.	Demonstrated experience in higher education is preferred. Administrative and supervisory experience is preferred.
License/Certification		

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

POSITION SUMMARY

The Associate Director provides leadership in developing, implementing and evaluating a comprehensive program in support of an academic, holistic supportive environment. Is responsible for the development of initiatives aimed to impact a ethnically diverse student population. Supervises professional staff including coordinators, program assistant, staff assistant, student ambassadors and interns. Makes budget recommendations and oversees day-to-day operation of Intercultural and International Student Services Office. Consults with staff and faculty on academic issues. Collaborates with faculty, staff and the community to address a wide range of programmatic and educational leadership opportunities for students in assigned populations. Provides direction on marketing initiatives, public relations and outreach internally and externally of the university. The Associate Director plans, coordinates, implements assessment of programs, special projects and overall campus climate; researches and surveys constituencies to define student needs, attitudes and opinions to ensure continuous implementation of innovative new programs. The Associate Director is also responsible for ensuring a substantial online presence for the department. This includes but is not limited to the departmental website (that uses the Oracle Portal technology), social networking sites, and discussion forums. Apart from this the Associate Director makes decisions regarding databases for the office and office automation technologies.

Duties and responsibilities

% Time

Supervises coordinators, program assistant, staff assistant, student ambassadors and interns. Prepares reports, conducts assessments and evaluation of projects and prepares publications for the university.	30
Consulting with faculty and staff regarding student needs and concerns, providing educational programs to increase intercultural, international and diversity related awareness and understanding. Mediating with faculty and staff to resolve student issues.	30

Planning, budgeting, implementing and assessing comprehensive IISS programs and services.	15
Implements innovative technology to provide quality services and outreach initiatives to a broad range of students domestically and internationally.	15
Serves on university committees or task forces as appropriate.	10

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