

University of Houston – Clear Lake

Position Description

Job Title: **Associate Director, Student Life**

Job Code: **3569**

Pay Grade: **050**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree in College Student Personnel, Higher Education or related field.	
Experience	Two-three years experience in working with student groups and programming.	Five years of continually increasing supervisory and administrative experience. Knowledge of cultural arts programming.
License/Certification		

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

POSITION SUMMARY

The Associate Director, Student Life (for Activities and Cultural Arts) works within the campus community to provide a student-oriented program of activities and services. The Associate Director supervises and works closely with several of the programming/activity functional areas of Student Life which includes (1) the Theater Supervisor, (2) Coordinator of Activities and Organizations, and (3) the Coordinator for Health, Wellness and Recreation. Associate Director will be responsible for overseeing the day to day operations of the front office including supervising the Front Office Secretary and student assistants.

Duties and responsibilities	% Time
Proposes, plans, markets, implements, and assesses cultural arts events including supervising the Film/History Program Assistant.	30
Serve as advisor to the Student Government Association (SGA).	25
Supervise the activity functional areas of Student Life: Theater Supervisor, Act/Orgs Coord, HWR Coord including oversight of those budgets/contracts.	20
Supervise the Front Office Secretary and front office management.	15
Oversees the expenditures of all programming budgets. Initiates and finalizes negotiations. Oversees and facilitates contract creation for programs (CA, Act/Orgs/HWR/Thtr). Performs special projects and assists in the development and implementation of various programs as assigned by the Assistant Dean of Student Life. Other duties as assigned.	10

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