

JOB INFORMATION

Effective Date	10/8/2021
Job Code:	432
Job Title:	COO Pearland
Salary Grade/Structure:	999 - Admin-Professional
Career Level Name:	E1 - First Level Executive
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Strategy & Policy
Job Family:	Strategic Partnerships
Job Summary	The Associate Vice President and Chief Operations Officer of the University of Houston-Clear Lake (UHCL) Pearland Campus is responsible for the Strategic Plan implementation, administration and management of all academic, continuing education, Strategic Enrollment Management and public service programs of the institution while ensuring the academic and operational missions of the UHCL Pearland campus are in alignment with the academic, operational missions and Strategic Plan of the UHCL campus. Responsibilities include allocation of space, facilities management, personnel management and external relations necessary for the overall operation and achievement of the UHCL Pearland campus educational mission. This position reports to the President of the University.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Master's Degree	Master’s Degree germane to the operation of a Higher Education campus.	Required	
Doctoral Degree	Ph.D. or terminal degree in Higher Education Administration, Business, Liberal Arts, Social Sciences, Sciences, Engineering, Law, or Medicine.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Progressive leadership in Higher Education administration germane to the operation of a university campus and community outreach.	Required	
Considerable	Ten years of progressive leadership in Higher Education administration, campus administration/leadership.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Ability to exercise good judgment in appraising challenges and opportunities with the goal of making impactful decisions that advance the role of the Pearland Campus in meeting the future educational needs of the City of Pearland. 	Skilled
<ul style="list-style-type: none"> Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. 	Proficient
<ul style="list-style-type: none"> Ability to build, respect, and work with a team of experts who contribute their knowledge and skills in academic and career program development at the postsecondary education level. 	Skilled
<ul style="list-style-type: none"> Experience with multi-year resource projections, annual budget preparation and fiscal monitoring and management. 	Skilled
<ul style="list-style-type: none"> Ability to develop and refine operations, policies and procedures, to align with and support strategic planning for the Pearland Campus. 	Skilled
<ul style="list-style-type: none"> Demonstrable experience with respectful, inclusive team management principles and practices. 	Proficient
<ul style="list-style-type: none"> Communicative skill and experience interacting with government officials, domestically and internationally. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Direct the overall operations of the UHCL-Pearland Campus including academic curriculum development and instruction, career development and related services, continuing education, facilities, human resource administration, and financial management. Administer the academic and experiential programs, and educational-support activities of the Pearland Campus while also functioning as a key member of the UHCL leadership team. 	30%
<ul style="list-style-type: none"> Oversee the Strategic Enrollment Management of the Pearland Campus including programs and course offerings, scheduling of classes, availability of academic support services, opportunities for career development, promoting and sustaining community and business partnerships to support academic programs and career services, engagements for community events, and coordination, as appropriate, with the Clear Lake Campus. These activities will require internal collaboration with the Office of Admissions and Recruitment, Office of Strategic Partnerships, the AVP for Strategic Information Initiatives and Technology and any future offices, positions and institutional initiatives created to support transformative educational experiences at the UH-Clear Lake. 	20%
<ul style="list-style-type: none"> Oversee facilities, budget development and management of all resources on the Pearland Campus. 	10%
<ul style="list-style-type: none"> Coordinate philanthropy efforts with the UHCL Division of Advancement, which includes university-wide marketing and communications and the Alumni Association. 	10%
<ul style="list-style-type: none"> Represent UH-Clear Lake at City of Pearland meetings, including but not limited to, the Pearland Chamber of Commerce, the Pearland Economic Development Corporation, The Pearland Arts Council, ISDs, and various cultural organizations reflective of the diversity of the city. Perform other duties as assigned. 	15%
<ul style="list-style-type: none"> Continuous strengthening of UH-Clear Lake's partnership with Alvin Community College in our joint effort to serve the educational needs of the City of Pearland. 	5%
<ul style="list-style-type: none"> Work with UHCL Division of Student Affairs to plan, coordinate, and provide an appropriate calendar of student services and student activities for the Pearland Campus 	5%
<ul style="list-style-type: none"> Work with UHCL Chief Diversity and Inclusion Officer to ensure that all students and community members from diverse backgrounds and with accommodative needs are provided the needed supports and services to participate in programs, activities, and events. 	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description