

JOB INFORMATION

Effective Date	10/19/2021
Job Code:	2295
Job Title:	Director of Student Relations
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec/Admin/Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Advising
Job Summary	The Director of Student Relations is responsible for the Office of Academic Advising, which is, by far, the largest section of the Associate Dean's Office; the Office of State Assessments and the School of Education (SoE) Success Through Education Programs (STEP). The Director has total responsibility for the budgets of the areas under his/her supervision. The Director is responsible for the overall student affairs in the SoE, including academic advising; information sessions; communication with students regarding application, admission decisions, and degree and program plans; developing degree/certification plans; overseeing publication of the educator; participating in multiple advising-related activities such as developing special programs; serving on school and university committees; and responsibility for matters related to alumni, student recruitment and program marketing as directed by the Associate Dean.

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	in education, student development, counseling or related field and three years recent higher education experience OR equivalent combination of education and experience	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
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Licenses and Certifications

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

KSAs	Proficiency
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JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• Direct the activities of the Office of Academic Advising, Office of State Assessments, and the SoE STEP programs	60%
• Responsible for all planning, assessment, marketing, and recruitment for the sections under his/her direction	10%
• Responsible for all personnel decisions relating to hiring, discipline, terminations, and pay	5%
• Responsible for the budget of the sections under his/her direction	5%
• Advise students	5%
• Prepare degree/certification plans	5%
• Serve on School and University committees	5%
• SoE PeopleSoft liaison	5%
• Coordinator SoE registration procedures	0%

PRE-EMPLOYMENT

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

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

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

Travel Requirements

Estimated Amount	Brief Description