

JOB INFORMATION

Effective Date	12/9/2022
Job Code:	2269
Job Title:	Exec Dir, Env Inst of Houston
Salary Grade/Structure:	080 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Institutional Research
Job Summary	The Executive Director is responsible for management and supervision of the Environmental Institute of Houston. Development and implementation of department budget. Developing and implementing department policy and strategic planning. Represent EIH on University, regional and national committees. Advocate on behalf of EIH for funding appropriations and long-range planning initiatives at the University and state legislative-levels.

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	
Doctoral Degree	Degree in Biology, Environmental Science, Business Management, or related field.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Minimum seven years of progressive leadership experience in department-level program involving research, education, and outreach of environmental topics.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Valid drivers license.	Upon Hire	Required	

Knowledge, Skills and Abilities

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	KSAs			Proficiency
	• Knowledge of scientific method, study design, and techniques for biological research.			Proficient
	• Knowledge of curriculum instruction and assessment practices in science education.			Proficient
	• Knowledge of University policies and procedures relating to department-level administration.			Proficient
	• Skills in oral and written communication of complex subjects.			Proficient
	• Interpersonal skills for collaboration and networking.			Proficient
	• Skills in budget management and long-range planning and policy development.			Proficient
	• Ability to lead a team of employees engaged in complex scientific research and environmental education.			Proficient
	• Ability to work independently at the Administrative Direction- level.			Proficient
	• Ability to effectively collaborate with internal and external partners, colleagues, and students.			Proficient
	• Knowledge of University, state, and federal procedures for grant and contract management.			Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Recruit and manage senior Environmental Institute staff.	20%
• Develop and Implement department budget, policies and procedures, long-range forecasts of program needs and opportunities, and produce annual reports to UHCL management on department activities.	20%
• Teach upper-level courses in Biology and Environmental Science.	45%
• Participate in and represent EIH and the University on senior management, policy, and technical committees and assist in strategic planning.	5%
• Serve as Committee Chair for UHCL graduate students.	5%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
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			

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
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