

JOB INFORMATION

Effective Date	1/24/2023
Job Code:	2364
Job Title:	Executive Dir, IHAPS
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Strategy & Policy
Job Family:	Strategic Partnerships
Job Summary	The Executive Director for IHAPS will play a critical role in advancing the sustainability objectives of the institute, working broadly and collaboratively with partners and affiliates, to support and enable the university-wide Strategic Planning objectives in a multi-disciplinary way, while aligning all initiatives with University and Divisional level Strategic Objectives and Initiatives. This position is 80% administrative and 20% faculty appointment. Some travel may be required.

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 relevant field(s) from an accredited institution.	Required	
Doctoral Degree	Terminal degree in relevant field(s) from an accredited institution.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Progressive leadership experience in related field(s).	Required	
Less than 3 yrs	Progressive leadership experience working with sustainable innovative initiatives in the public, government, or private sectors.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
-------------------------	--------------------------------	------------	--------------------	--

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of sustainability concepts and applications.	Skilled
• Excellent communication skills both written and oral.	Skilled
• Ability to meet deadlines and make decisions.	Skilled
• Knowledge of spreadsheet creation and editing.	Skilled
• Knowledge of Microsoft Access.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• Lead efforts to support the sustainability vision of the institute at the university level, encompassing the economic, social, environmental and educational domains, while serving as the chair for the institute Board of Advisors.	20%
• Facilitate collaborative efforts with the institute's current and future affiliates regarding the development of new projects, programs, allocation of grants and research opportunities	20%
• Manage the institute's personnel and its operation. Identify key personnel, for full or part-time work, to support the institute functions. Manage the budget, and authorize expenditures in accordance with the institute vision towards enhancing interdisciplinary efforts, to ensure alignment of budget with University level and Institute's Strategic Objectives and Initiatives.	20%
• Develop and manage a 4-year strategic plan for the institute that includes an evaluation process toward goals and objective prioritization as well as the development and reporting of all relevant metrics associated with the Institute and University Strategic Plan.	10%
• Work closely with UHCL Marketing and Communication team to create and maintain a communication strategy, including social media to publicize the efforts and promote broad awareness of the institute initiatives, both internally and externally and align duties and tasks of all employees with University level and Institute Strategic Objectives and Initiatives.	10%
• Work with the University Office of Advancement to identify and secure external funding. Identify and develop strategies for effectively engaging relevant external foundations.	10%
• Generate a semi-annual report of the state of the institute. Ensure the institute is in alignment with the UHCL Strategic Planning 2025 vision.	0%

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			
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