

**JOB INFORMATION**

Effective Date	11/14/2022
Job Code:	3587
Job Title:	Executive Director, Stu Involvement & Leadership
Salary Grade/Structure:	080 - Admin-Professional
Career Level Name:	E1 - First Level Executive
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Student Engagement
Job Family:	Student Programs
Job Summary	The Executive Director, Student Involvement and Leadership is responsible for leading and collaborating with the campus community to provide a comprehensive, student life experience for the growing diverse student population. They will provide leadership and strategic direction to a portfolio of functional/program areas, provide professional and student staff/leader supervision to a large unit team, maintain unit budget, and oversee facilities/spaces assigned to the unit. This executive level position will oversee the division's portfolio of student engagement and assessment platforms, perform special projects, and represent the division on numerous committees and advisory boards.

**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 in College Student Personnel, Higher Education Administration, Educational Leadership or related Field.	Required	
Doctoral Degree	Doctorate in College Student Personnel, Higher Education Administration, Educational Leadership or related Field.	Preferred	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Progressive	Minimum 10 years of progressive leadership experience working with college students, coordinating campus student activities, special events, leadership programs, student organizations and community engagement. Progressive experience in supervising full time and part time employees.	Required	
Progressive	Progressive experience as an Assistant or Associate Student Life/Student Activities Director.	Preferred	

## Work Experience

Experience	Experience Details	Required/Preferred	
	Experience with facilities management and operations. Experience working with Anthology or other student engagement and assessment platforms. Bilingual Skillset.		

## Licenses and Certifications

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

KSAs	Proficiency
• Knowledge of foundational student development theory and student affairs models.	Proficient
• Knowledge of organizational and management skills including budget management, planning, assessment, and effective marketing.	Proficient
• Knowledge of Anthology products and platforms.	Skilled
• Skills in planning and implementing initiative within the unit and campus wide.	Proficient
• Skills in PeopleSoft (Student Information Systems) data management for platforms.	Skilled
• Skills in facilities management and operations.	Skilled
• Ability to build and sustain relationships with campus community members.	Proficient
• Ability to solve problems of various levels with all campus constituents.	Proficient
• Ability to manage time and juggle multiple priorities within the unit and assigned by VPSA.	Skilled
• Ability to effectively communicate using various methods.	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority ☒

Remote Work Capable ☐

## Essential Functions

Essential Function	% TIME
• Lead and collaboratively partner with other Division of Student Affairs units, Strategic Enrollment Management, Marketing and Communications, Strategic Partnerships, and academic colleges to ensure student life activities, services, traditions, and co-curricular learning experiences are incorporated into all university recruitment and retention efforts.	20%
• Provide leadership, strategic vision, organization and administrative oversight of the following functional/program areas: Campus Activities and Events, Community and Civic Engagement, Fee-Funded Student Organizations, Graphics and Marketing, Greek Life, Leadership Programs, Mascot Program, Registered Student Organizations, and Spirit and Traditions.	20%
• Provide direction in the hiring, training, development, supervision, and evaluation of support and professional staff members, student employees, and student leaders/mentors for all functional areas of the unit. Includes seasonal interns or practicum students.	15%
• Oversee the management, maintenance, operation, and scheduling of all unit spaces including but not limited to: Student Involvement and Leadership suite, Student Organization Center and Lounge, SSCB Student Lounge, all Fee-Funded Student Organization office suites, and all meeting spaces assigned to the unit.	10%
• Administrative oversight of unit planning, budgeting, and assessment to ensure unit aligns with division and institution strategic goals. Partner with University Advancement, Strategic Partnerships and Office of Sponsored Programs to develop external funding opportunities that support the unit mission.	10%

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Directly supervise Student Graphic and Marketing designers and oversee the design, production, and implementation of the web content, social media content, and various print and digital publications for the unit.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Oversee the implementation, maintenance, and further development of the division's student engagement and assessment platforms. Partner with Office of Information Technology, Student Administration Management, and Registrar to troubleshoot technical issues. Maintain data ownership for the platforms.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Perform special projects, initiatives, and other executive level duties as assigned by the Vice President for Student Affairs and/or the Assistant Vice President for Student Engagement. Represent DSA leadership as needed.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Serve on university and divisional level committees and advisory boards that support efforts in developing co-curricular experiences aimed at enhancing student engagement and student success.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Other related duties as assigned.</li> </ul>	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