

## JOB INFORMATION

Effective Date	10/11/2021
Job Code:	3569
Job Title:	Associate Director, Student Involvement and Leadership
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec/Admin/Mgmt
Job Function:	Student Engagement
Job Family:	Student Programs
Job Summary	<p>The Associate Director, Student Involvement and Leadership is responsible for developing and implementing a comprehensive developmental learning environment for student organizations. This includes but is not limited to serving in an advisory and resource capacity to the ninety-plus student organizations, advising student organizations with</p> <p>event planning and organizational structure, directing the organizational recognition process, coordinating event approval, and planning and implementing workshops for organization leaders. Publishes and maintains the Student Organization Handbook, the Advisor's Newsletter and other publications related to student organizations. The Associate Director, Student Life will also be responsible for planning activities to create student organization community including but not limited to Student Orgs Expo, Spirit Week/I HEART UHCL Day, Chili Cook-Off and Student Leadership Banquet. The Associate Director, Student Life is also responsible for the coordination of Student Life Office services such as I.D. card production and related tracking systems, cash register duties, hiring, training and scheduling of student workers, and managing the campus vendor program. This position serves as the advisor to the Campus Activities Board, Student Government Association and assists the Student Life Office in office-wide programming including, leadership retreats, and other community building events. Provides secondary support for the, Courtesy Shuttle, Council of Organizations and mascot program. Supervises the Coordinator for Student Life-Activities &amp; Organizations and one to three Tech II student workers. The Associate Director, Student Life will be the lead on assessment including tracking usage and participation in programs and services as well as learning outcomes. The Associate Director, Student Life will serve as the second in command in absence of the Director of Student Life.</p>

## 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 Student Personnel, Higher Education Administration, or Related Field	Required	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Some	years working on a college campus coordinating recognition and development of student organizations	Required	
Some	years continually increasing supervisory and administrative experience	Preferred	
Less than 3 yrs	experience in student and program development for adults in higher education	Preferred	
Less than 3 yrs	experience in transfer and adult programing/support	Preferred	
Less than 3 yrs	bilingual skills	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"> <li>Working knowledge of student development theories and developing student learning outcomes for assessment.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Knowledge of organizational and management skills including budget management, planning, evaluation and assessment, and effective marketing.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Availability to work nights and weekends when needed to attend events and meet with students, including travel that may require overnight stays.</li> </ul>	Basic
<ul style="list-style-type: none"> <li>Knowledge of group dynamics as well as the ability to lead, oversee, and supervise the activities of others.</li> </ul>	
<ul style="list-style-type: none"> <li>Must have clear, precise, and effective oral/written communication skills as well as being comfortable speaking in large and small group settings.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Strategic thinker with excellent organizational skills and the ability to manage several projects simultaneously.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to identify and develop leadership opportunities for students.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to exhibit a positive attitude and to deal with coworkers, students, faculty and staff tactfully and courteously in order to maintain effective service-oriented relationships.</li> </ul>	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Advises assists and provides training for student organizations with event planning, organizational structure, organizational development, and organizational conflict</li> </ul>	20%
<ul style="list-style-type: none"> <li>Directs and maintains organizational recognition procedures, organizational files. Handbooks and related publications</li> </ul>	10%
<ul style="list-style-type: none"> <li>Coordinates event approval and evaluation</li> </ul>	5%
<ul style="list-style-type: none"> <li>Coordinate campus ID card process including communication with constituents, managing technological components and related tracking systems</li> </ul>	15%
<ul style="list-style-type: none"> <li>Develops plans and coordinates campus events including annual events such as Chili Cook-Off</li> </ul>	10%
<ul style="list-style-type: none"> <li>Serves in place of the Director of Student Life in his absence</li> </ul>	10%
<ul style="list-style-type: none"> <li>Coordinates assessment data for Student Life including attendance and learning outcomes</li> </ul>	5%

## Essential Functions

Essential Function	% TIME
• Assists with Student Life office-wide programming	5%
• Provides primary support for the Campus Activities Board and Student Government association and secondary support to hawk spirit and traditions council, mascot program and courtesy shuttle	15%
• Performs All Other 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			
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			

Working Environment

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

Travel Requirements

Estimated Amount	Brief Description