

**JOB INFORMATION**

Effective Date	7/7/2023
Job Code:	2293
Job Title:	Director, Advocacy/Community
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Student Engagement
Job Family:	Student Programs
Job Summary	The Director, Advocacy and Community oversees, plans, and implements education and outreach programs, advocacy programs and services, campus support services, community building resources, mentorship programs, and a variety of services supporting the student population. Provides leadership and guidance to office staff, maintains oversight of all administrative duties such as planning, budgeting, and assessing programs and services. Will collaborate with the university community and its partners in developing policies, practices and programs that promote a culture of care, focusing on cultivating a sense of community, and addressing the needs of students. Serves as CSA.

**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	Degree in Student Personnel, Social Work, Higher Education, Education or other related field.	Required	
Doctoral Degree	Degree in Student Personnel, Social Work, Higher Education, Education or other related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Minimum five years of full-time experience in developing and delivering student programs in a college or university setting or closely related field with demonstrated knowledge of student success, advocacy, and community wellbeing. Experience developing student educational program curriculum, resources, and training.	Required	
Considerable	Three to Four years experience specifically working with students in crisis. Demonstrated experience supervising staff and managing budgets in a university or college setting.	Preferred	

## Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Strong understanding of university policies, procedures, and student support services.	Preferred	
Less than 3 yrs	Knowledge of university, state, and federal regulations related to student crisis/advocacy areas.	Preferred	
Less than 3 yrs	Bilingual.	Preferred	

## Licenses and Certifications

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

KSAs	Proficiency
• Demonstrated knowledge/experience of best practices in supporting students of concern.	Proficient
• Experienced in threat assessment, risk management, mental health, behavioral issues, sexual misconduct, and drug/alcohol issues.	Proficient
• Computer proficiency; Knowledge of software platforms to manage cases, records, reports, and files.	Skilled
• Demonstrated skill in conflict resolution, mediation, and problem-solving. Ability to synthesize and conceptualize complex situations and use appropriate professional judgment.	Proficient
• Strong organizational skills. Ability to manage multiple tasks and projects, ability to take initiative for projects and development of services.	Proficient
• Excellent interpersonal, written, listening, diplomacy, and oral communication skills. Skilled at public relations with multiple constituencies.	Proficient
• Ability to manage, compile, and communicate highly confidential information.	Proficient
• Ability to maintain emotional stability involving student emergencies, crisis, and suffering. Ability to maintain flexibility.	Proficient
• Demonstrates positive customer service models and interactions both in-person and virtually.	Proficient
• Cognizant of various needs of student populations. Knowledge of student development and experience developing programs for various student populations.	Proficient

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Oversees, develops, and maintains relationships with key stakeholders on campus and off-campus in the development of resources regarding advocacy, community, or other concerns that are addressed to the Center. Collaborative partnerships may include, but not limited to, Academic Advising, Strategic Enrollment Services, Financial Aid, Student Business Services, Housing and Residential Life, Health Services, Counseling Services, Career Services, Academic Affairs, Title IX, and Dean of Students.	20%
• Oversees programs and services that cultivates a sense of community for students on campus, promoting a culture of care. Serves as an advocate for students within the campus community through the development of resources, programs and support systems to address the needs of students. Serves as a member of the CARE team and as a Campus Security Authority (CSA).	20%

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Manages various resources on and off-campus to support students. Serves as a referral resource for students personal issues, academic issues, and grievances.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Maintains oversight of all administrative duties including, overseeing the budget, contracts, grants, and expenditures within the department.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Oversees all assessments for the Center and support divisional initiatives so that learning outcomes align with the unit's mission, Division of Student affairs goals, and university priorities. Develops and disseminates reports for the division and university.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Provides leadership and guidance to office staff. Oversees the hiring, training, development, supervision and evaluation of student employees. Supervision of the Department Assistant, Associate Director, and Assistant Director.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Leads the policy development and recommendations to support the campus community and underrepresented student populations, first generation students, and low income students.</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