

JOB INFORMATION

Effective Date	1/21/2022
Job Code:	2130
Job Title:	Assistant Director, Student Success Center
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	M2 - Middle Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Student Engagement
Job Family:	Student Programs
Job Summary	The Assistant Director is responsible for oversight of the Academic Coaching and Workshops and serves as the point of contact for faculty who utilize in-class workshops. In the absence of the Director, the Assistant Director will be responsible for the daily operations of the Student Success Center. Supervises the recruiting, hiring and training of staff for the Academic Coaching and Workshops programs, as well as peer Academic Support Referrals. Will actively participate in campus outreach, orientations, and recruitment events. It is expected that the Assistant Director will develop strong partnerships with faculty, students, and staff across the university to strengthen the programming of the Student Success Center.

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		Required	or
Doctoral Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Progressive experience working as a secondary teacher or/and in an academic support department/program at an institution of higher education including working with peer tutoring, supplemental programs, and institutional retention initiatives.	Required	
Some	Supervisory experience.	Required	

Licenses and Certifications

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

KSAs	Proficiency
• Knowledge of College Student Development Theory and program and learning outcomes assessments.	Proficient
• Knowledge of academic skill and learning development models.	Proficient
• Knowledge and skills in working with students from culturally diverse backgrounds as well as students with disabilities.	Proficient
• Experience working with PeopleSoft and Microsoft Office suite.	Skilled
• Must be highly organized with the ability to prioritize tasks.	Proficient
• Must have strong and effective communication skills with a passion for helping students.	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Oversee the daily operations of the Academic Coaching and workshops programs and assist in coordinating tutoring and SI staff and programming. Maintain a case load of students and develop individualized plans for academic skill(s) and learning enhancements.	20%
• Coordinate, develop, and implement academic skill development and other learning enhancement programming for all University of Houston - Clear Lake students in the form of workshops, seminars, speaker series, and class visits. Manage the budget for coaching and workshops.	20%
• Recruit, hire, train, and supervise academic coaching staff. Participate in training of tutors.	15%
• Work closely with Disability Services staff to ensure the proper development of learning support plan for students with disabilities. Work closely with other departments and faculty to create and offer targeted student programming (i.e. writing boot camps, first gen programming, first year student programming, TexEs preparation), Serve on working committees (AAEC) and search committees; attend and present at professional conferences. Develop success plans for Connecting to College students.	15%
• Provide expert 1-on-1 support for students with language or LD related needs beyond those an academic coach or tutor can support.	10%
• Prepare and maintain a record of necessary materials and facilities needed to ensure the full capability of the program to benefit students who present various levels of learning skills including; monitoring and maintaining electronic equipment and software. Coordinate online services, answer center emails and calls (shared duty). Other related duties as assigned.	5%
• Participate in Student Success Center outreach to students referred through early alert, mid-term grade, and academic probation counseling programs. Train and share supervision of peer academic probation counselors, generate and update probation/suspension success plan templates and maintain electronic filing of success plans from tablets.	5%
• In the absence of the Director, oversee the daily operations of the Student Success Center.	5%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No

Pulmonary Function Test:	No
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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
0%	