

JOB INFORMATION

Effective Date	12/16/2019
Job Code:	2145
Job Title:	Assoc. VP, Student Success Initiatives
Salary Grade/Structure:	090 - Admin-Professional
Career Level Name:	E1 - First Level Executive
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Support
Job Summary	Reporting to the Senior Vice President for Academic Affairs and Provost, provides leadership of the University’s student success initiatives through oversight of the academic advising, student success centers, accessibility services and testing center. Serves as UHCL’s primary lead on the Houston-GPS and related student success management system. Works with senior leadership, faculty and staff across the student success continuum working to develop new and assessing existing student success initiatives.

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	
Doctoral Degree	or equivalent.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Progressive	Demonstrated progressive leadership experience in student success related programs/services.	Required	

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"> Sound knowledge base of student development and learning theory. 	Skilled
<ul style="list-style-type: none"> Must have strong interpersonal skills, including written and verbal communication skills. Must have excellent public relation skills and ability to collaborate with many diverse constituencies. Must be able to build relationships across campus with faculty, staff and students. 	Skilled
<ul style="list-style-type: none"> Able to create and maintain a variety of records, reports and files. Must have the ability to manage multiple tasks and projects simultaneously, ability to take initiative for projects and development of services within office, and coordination of initiatives among four distinct departments. 	Proficient
<ul style="list-style-type: none"> Excellent time management and organizational skills. 	Proficient
<ul style="list-style-type: none"> Outstanding leadership skills to manage change and help focus University agenda on student success. 	Skilled
<ul style="list-style-type: none"> Knowledge of technology used to provide services and monitor success of academic support services. 	Proficient
<ul style="list-style-type: none"> Knowledge of best practices in delivery of and assessment of academic support programs. Skills to implement effective assessment practices. 	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Provides leadership, oversight and implementation of the University's student success initiatives. 	30%
<ul style="list-style-type: none"> Provides administrative oversight for the following department: Student Success Center, Math Center, Writing Center, Services for Students with Disabilities, Testing Center, University Academic Advising, and Transfer Advising. Coordinates undergraduate advising and works collaboratively with deans, senior leadership and faculty to meet students' academic success needs. 	20%
<ul style="list-style-type: none"> Responsible for UHCL's role in Houston-GPS and the implementation of the student success management system on campus. 	20%
<ul style="list-style-type: none"> Provides overall supervision and professional development of staff, management of personnel related issues, and hiring and recruitment of new staff members. Evaluates the performance of staff members and makes salary recommendations. Provides appropriate orientation, training, and support for all staff members. 	15%
<ul style="list-style-type: none"> Develops positive working relationships throughout the University and works collaboratively with various constituencies to provide student success pathways and opportunities. Assists other departments in developing retention initiatives that will enhance student success. Consults with faculty and staff regarding specific student issues and works to resolve academic barriers and problems. 	10%
<ul style="list-style-type: none"> Performs other duties as assigned. 	5%

PRE-EMPLOYMENT

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

Pulmonary Function Test:	No
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PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting			X			
Carrying			X			
Pushing			X			
Pulling						
Climbing			X			
Balancing			X			
Stooping			X			
Kneeling			X			
Crouching						
Crawling	X					
Reaching			X			
Handling			X			
Grasping						
Feeling			X			
Talking				X		
Hearing				X		
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description