

**JOB INFORMATION**

|                         |   |
|-------------------------|---|
| Effective Date          | 7/20/2021   |
| Job Code:               | 2276  |
| Job Title:              | Dir, TDC Program  |
| Salary Grade/Structure: | 060 - Admin-Professional  |
| Career Level Name:      |   |
| FLSA Name:              | Exempt  |
| EEO Code:               | 10-Exec, Admin, Mgmt  |
| Job Function:           | Academic Affairs  |
| Job Family:             | Academic Administration   |
| Job Summary             | Directs all aspects of the University's educational program in correctional units within the Texas Department of Criminal Justice-Institutional Division (TDCJ) from application through graduation. To serve as a liaison between the University and students in the TDCJ program, and between the University and TDCJ officials and administrators. To oversee budget expenditures relevant to the education of students at both the graduate and undergraduate levels. |

**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/<br>Preferred |  |
|-----------------|-------------------|------------------------|--|
| Master's Degree |                   | Required               |  |
| Doctoral Degree |                   | Preferred              |  |

Work Experience

| Experience | Experience Details  | Required/<br>Preferred |  |
|------------|---|------------------------|--|
| Some       | Minimum three years of administrative and supervisory experience. | Required               |  |

## Licenses and Certifications

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Preferred |  |
|-------------------------|--------------------------------|------------|--------------------|--|
|-------------------------|--------------------------------|------------|--------------------|--|

## Knowledge, Skills and Abilities

| KSAs   | Proficiency |
|--|-------------|
| <ul style="list-style-type: none"> <li>Knowledge of classes required to enable students to complete undergraduate and graduate degree requirements.</li> </ul> | Skilled     |
| <ul style="list-style-type: none"> <li>Knowledge of subject area in teaching field.</li> </ul>   | Proficient  |
| <ul style="list-style-type: none"> <li>Knowledge of admissions, enrollment, and financial aid guidelines and requirements.</li> </ul>                          | Skilled     |
| <ul style="list-style-type: none"> <li>Ability to implement and coordinate TDCJ and university policies.</li> </ul>  | Skilled     |
| <ul style="list-style-type: none"> <li>Knowledge of budgeting, including revenues, expenditures, and projections.</li> </ul>                                   | Proficient  |

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

| Essential Function  | % TIME |
|---|--------|
| <ul style="list-style-type: none"> <li>Serve as advisor to the 300 plus students in the program.</li> </ul>                                     | 35%    |
| <ul style="list-style-type: none"> <li>Teach one course per semester in the program.</li> </ul>   | 20%    |
| <ul style="list-style-type: none"> <li>Serve as liaison between university and TDCJ administration in Rosharon and Huntsville.</li> </ul>       | 10%    |
| <ul style="list-style-type: none"> <li>Perform near release and post-release counseling and advising to the students in the program.</li> </ul> | 10%    |
| <ul style="list-style-type: none"> <li>Monitor and oversee budget allocation and expenditures.</li> </ul>                                       | 10%    |
| <ul style="list-style-type: none"> <li>Develop and implement the instructional schedule of classes in the program.</li> </ul>                   | 5%     |
| <ul style="list-style-type: none"> <li>Provide financial aid counseling for eligible students in the program.</li> </ul>                        | 5%     |
| <ul style="list-style-type: none"> <li>Oversee the performance of the administrative assistant assigned to the program.</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      |              |            |            |        |

### Physical Demands

| Physical Demand            | N/A | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-----|--------|--------------|------------|------------|--------|
| 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 |
|------------------|-------------------|
|                  |                   |