

JOB INFORMATION

Effective Date	1/25/2023
Job Code:	2363
Job Title:	Executive Dir, HHPI
Salary Grade/Structure:	080 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Institutional Research
Job Summary	The Executive Director for Health and Human Performance Institute leads an interdisciplinary team of scientists, clinicians, and engineers studying and advancing health, human performance, and rehabilitation outcomes in a variety of populations ranging from individuals with chronic diseases and disabilities to elite athletes. Working collaboratively with all four colleges and community partners, the Executive Director identifies, motivates, and leads the team to use an integrative scientific approach to develop innovative methods and technologies that improve comprehensive healthcare delivery and human performance while aligning all initiatives with University and Divisional level Strategic Objectives and Initiatives. This position is 50% administrative and 50% faculty, retaining tenure and promotion capabilities and benefits (2:1 or 2:1 teaching load with full summer salary allocated by the university for administrative responsibilities). Some travel may be required.

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	Ph.D.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Progressive experience in laboratory or practical human performance / biomedical setting; previous institute and extensive scientific leadership experience in an academic and government setting.	Required	
Less than 3 yrs	Demonstrated success in obtaining extramural funding in related fields and operations.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Certified through NSCA or ACSM	Upon Hire	Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Provide strategic and operational leadership to the UHCL Health and Human Performance Institute, its five divisions, and all personnel will ensuring alignment of duties and tasks of all employees with University level and Institute Strategic Objectives and Initiatives. 	25%
<ul style="list-style-type: none"> Lead all aspects of high-performance training and rehabilitation implementation reviews all research protocols serving as Principle Investigator and Co-Investigator as appropriate as well as the development and reporting of all relevant metrics associated with the Institute and University Strategic Plan. 	20%
<ul style="list-style-type: none"> Finalize all policies and procedures with respect to operations and research while driving the implementation and development of world leading technology innovations and transitional assistive technologies. 	20%
<ul style="list-style-type: none"> Work with the offices of university advancement and sponsored programs to identify and secure extramural funding from donors, private foundations, state and federal agencies. 	10%
<ul style="list-style-type: none"> Drive collaboration with other university centers, institutes, and departments Assist in identifying key personnel to support institute functions including providing oversight of intern and extern programs. 	10%
<ul style="list-style-type: none"> Manages division leads through accountability of project timelines and ensuring tasks are on-time and on-budget while ensuring alignment of budget with University level and Institute's Strategic Objectives and Initiatives. Mentors institute faculty, staff and students, enabling them to complete institute missions. 	10%
<ul style="list-style-type: none"> Chair board of directors and lead communication of vision, mission, and strategic goals with board members while working with university president and office of advancement to recruit board members and representing the Institute at community and regional events. 	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