

**Sul Ross State University**  
**JOB DESCRIPTION**

**Official Title:** Executive Director of Lob Den/Lobo Exito

Salary Group: 10

Code: 1624

**Summary:** The position is responsible for administration and supervision of the Lobo Den. Managing advising initiatives, the advising master calendar, advisor assignments, advising policies and distance advising. Maintains a small advising caseload.

**Duties:** Manage Budgets. Supervise advising staff and data tracking specialist. Oversee Advising and activities related to advising and retention. Carry a small advising caseload.

**Non-Essential Duties and Responsibilities:**

Attend Enrollment Management meetings. Serve on committees as assigned.

**Supervision:**

**Received:** Reports to the Provost

**Given:** Lobo Den staff

**Education:**

**Required:** Master's degree or higher in education or psychology (counseling). At least 3 years experience directing an advising or learning communities program, preferably at an HSI. Experience in personnel management and evaluation. Ability to work independently and as part of a team (project staff/college faculty).

Preferred: Background similar to students served (Hispanic and/or low income). Bilingual.

**Equipment/Skills**

**Required:** Excellent oral and written communication skills.

**Working Conditions:**

Usual: Exempt from Overtime provisions. Position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.