

Sul Ross State University

Position Description

Official Title: Director of Student Achievement

Job Code: 1700

Salary Group: Unclassified (13)

Summary

Function: Oversee institution-wide student retention activities and services related to undergraduate student success; Oversee functions of the Lobo Den; Oversee the institution-wide student retention activities of the Title V: The Frontier Student Experience (FSE) grant; coordinate the development of policies and procedures regarding academic advising and tutoring services on the Alpine campus; compile all required internal and external reports; work with key personnel across all four campuses; supervise Alpine campus Academic Advising; facilitate institutionalization of practices and improvements; and assure compliance with all local, state, and federal rules and regulations.

Scope: Working with the Project staff, Academic Advisors, and other service groups to complete goals and objectives proposed in Title V FSE grant application.

Duties

Essential: Under the direction of the Provost and Vice President of Academic Affairs and the Title V Project Director, leads the development, implementation, and evaluation of the effective, institution-wide retention strategies that fall under the Frontier Student Experience plan; Coordinates efforts to improve student retention rates and serves as a resource for those efforts; Facilitates the implementation of institution-wide retention strategies outlined in the SRSU Title V proposal; Motivates and encourages instructional and non-instructional staff to actively participate in continuous improvement activities in order to facilitate delivery of effective, high-quality services to both internal and external stakeholders; Oversees the development and pilot of grant objectives. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: Provost and Vice President of Academic Affairs, and the Title V FSE Project Director

Given: The Associate Director of Lobo Den; Academic Advising and Tutoring Services positions on the Alpine Campus.

Education

Required: Master's Degree.

Experience

Required: Master's degree required; minimum of five years' experience working in educational administration or student services in a postsecondary institution required; Minimum of two years' supervisory experience required; Experience working with diverse University communities (students and employees) and a demonstrated commitment to promoting access and diversity;

Equipment/Skills

Required: Familiarity with Title V, Title III and/or federal funding programs; demonstrated commitment to enhancing the success of undergraduate students; excellent rapport with students, faculty, and staff;

ability to work independently and as part of a team. Computer literacy required, including intermediate-level knowledge of word processing, database, presentation, spreadsheet, and email applications, preferably within the Microsoft Office Suite; Excellent oral and written communication skills; Ability to relate to and advocate for Hispanic and other underrepresented students. Excellent relationship building skills.

Preferred:

Working Conditions

Usual: Office Conditions; 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.

Date revised: September, 2020