

# **Sul Ross State University**

## **Position Description**

**Official Title:** Academic Center for Excellence Director  
**Salary Group:** Faculty/Unclassified

**Job Code:** 2125

### **Summary**

Function: Administrative responsibility for the delivery of developmental courses, freshman orientation courses, study skills preparation, non-course based assistance, and the honors program.

Scope: The Academic Center for Excellence serves all majors and students on campus.

### **Duties**

Essential: Responsible for the development and operation of the Academic Center for Excellence (ACE); oversee faculty teaching and workload assignments in the ACE; oversee the operation of an academic skills center to provide study skills workshops for students and classes; administrative responsibility for the delivery of developmental courses (Education 1300, English 1300, Math 1300 and 1301) and freshman orientation courses (Psychology 1101); supervise summer intensive academic workshops for incoming students; manage the Pathway to Academic Socialization and Success (PAS) program; oversee an program to provide non-course based assistance for undergraduates needing to successfully complete TASP and pre-certification examinations; provide assistance for undergraduates and graduates to acquire learning and writing skills; assist with advising undecided and probationally admitted students; teach three classes per semester or the equivalent in non-course based workshops; oversee the honors program to include course scheduling, selection of honors scholarship recipients, and facilitation of meeting of the Honors Council. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

### **Supervision**

Received: Reports to the Dean of Arts and Sciences.

Given: Supervise the faculty and staff in the ACE, secretary, and student workers.

### **Education**

Required: Master's degree in English, Education, reading, Developmental Studies, Mathematics, or related field.

Preferred: Doctorate in Developmental Studies or related field.

### **Experience**

Required: Experience as a faculty member in a developmental education area at a post-secondary institution.

Preferred: Three to five years' experience in the administration of developmental education at the post-secondary level.

**Equipment/Skills**

Required: Knowledge and ability to teach in at least one developmental area and study skills; ability to relate well to undergraduate students.

Preferred: Knowledge of computer assisted instruction programs.

**Working Conditions**

Usual: Normal office conditions. Exempt from overtime provisions. Position is Security Sensitive.

Special: Some weekend hours.

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

Date revised: November 13, 2001