

Sul Ross State University
JOB DESCRIPTION

Official Title: Lobo Den Associate Director – Full Time

Salary Group: RU (2) Code: 3618

Summary: The position is responsible for assisting the Executive Director (ED) of the Lobo Den. Carries a full advising caseload. Provides training for new advisors. Assists the director with the master Academic Calendar. Manages the Early Alert program.

Duties: Assists the ED in management of the Lobo Den as well as carrying out retention activities. This includes assistance with supervision of staff, assists in management of SSF and advising budgets. Carries a full advising caseload. Manages the early alert program. Coordinates training new advisors and presenting advisor trainings each semester. Assists the ED in following and maintaining the Advising calendar, including coordinating communications with students, coordination of the collection of degree plans, transitioning students to their major advisors and keeping up to date on developmental education policies and procedures. Coordinates Lobo Days Orientation/Welcome program.

Non-Essential Duties and Responsibilities:

Serve on committees as assigned.

Supervision:

Received: Reports to Executive Director of the Lobo Den

Given: Assists ED in supervising staff when ED is not in the office.

Education:

Required: Master's degree or higher in education or psychology (counseling). At least 3 years experience. 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.

11/2013