Sul Ross State University
Position Description

Official Title: Director of Graduate Studies/PPOHA AAO Director
Job Code: 1633

Salary Group: Unclassified (10)

Summary:
This position serves as both the director and administrator of the PPOHA project. The role communicates project achievements, benchmarks, and lessons-learned internally and externally; oversees preparation of and monitors fiscal and technical project reports; assures that the program operates in compliance with Department of Education rules and regulations; authorizes all expenditures and ensures appropriate utilization of funds for projects; ensures external consultations operate and execute according to schedule; directs project evaluations and submits annual performance reports. In the role of Director of Graduate Studies, the role manages recruitment, admissions, and retention of graduate students' coordinators and initiatives, including the coordinators of admissions, retention and thesis support component of the College of Graduate Studies. The Director manages all aspects of academic support and guidance for all SRSU graduate students, overseeing the thesis support areas, promotion of graduate activities and opportunities. The Director will manage the upkeep of all GSC office/lab computers and laptops including facilitating all updates, upkeep, and the addition of any graduate-centric software. Assist in providing Blackboard (Bb) technical support to faculty/staff/students and deliver Bb workshops and instructional design training to faculty members, as well as assisting in the coordination and support of an SRSU Faculty/Staff workshop program and creating support documentation in tandem with supporting Academic Affairs initiatives housed via the College of Graduate Studies.

Duties:

Director of Graduate Studies

- Assist with Online education implementation.
- Maintain records on fellowships and Graduate Admissions.
- Oversee the development of the GSC website with SRSU grad student   web resources and Graduate admissions and graduate program changes/updates to website.
- Facilitate student access to on-campus and online tutoring (Smarthinking) and a graduate degree management
  program (Degree Works).
- Develop workshop program for SRSU graduate students
- Develop informational content for graduates to be delivered through social media, video and print material.
- Design and implement graduate student support and retention strategies.
- Work with OIT Helpdesk to oversee all GSC office/lab computers and laptops including facilitating all updates, upkeep, and the addition of any graduate-centric software (SPSS), as well as the as the yearly inventory of SRSU equipment.
- Maintain inventory for Graduate Studies.
- Assist Blackboard admin in providing technical support via phone, email, web, and in person to faculty, staff, and students.
- Assists Blackboard admin in delivering Bb workshops and/or one on one consultation to faculty members to

advance instruction with technology and learning tools including development of educational/instructional content and media all using editing packages (image, audio, and video).

- Assists Blackboard admin in designing and developing projects and informational materials to encourage

adoption of and proficiency in use of technology at SRSU.

- Assists Blackboard admin in keeping Blackboard support website updated for students and faculty.

- Assists in coordinating and supporting SRSU Faculty/Staff workshop program.

- Assists in developing and presenting at any SRSU Academic Affairs Educational and Instructional events across all campuses.

- Available to present at all SRSU new student orientation events or in-classroom technology orientations

(Alpine campus).

- Creates reference/instructional documentation and instructional videos maintained and accessible via GSC

Vimeo site or SRSU Helpdesk area.

PPOHA Grant Director

- Oversee scheduling and supervision of Graduate Fellows

- Maintain accurate inventory records, including checkout processes and documentation, and reporting requirements.

- Maintain and reporting statistics requested for research or reporting requirements.

- Maintain and collect database information relevant to grant documentation and reporting requirements.

- Work with Departments for new course developments

- Oversee instructional technologist.

- Work with Departments to hire new faculty/program coordinators

- Coordinate events for Graduate Programs

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

Supervision:
Received: Reports to the Dean of Graduate Studies and the Dean of Research & Sponsored Programs.

Education:
Required: Master's degree or higher in education or psychology (counseling). At least 3 years experience in higher education or federal grants. Experience in personnel management and evaluation. Ability to work independently and as part of a team (project staff/college faculty).

Equipment/Skills:

Required: Excellent oral and written communication skills.

Working Conditions:
Usual: Exempt from Overtime provisions. Position is Security Sensitive.
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the prior approval of the Human Resources Director

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