



Job Title	<u>Assistant Director, LEAD Scholars Academy</u>	Job Code	<u>SD0720</u>
Pay Plan	<u>A&P</u>	Pay Grade	<u>16</u>
Union	<u>Non-Union</u>	FLSA Status	<u>Exempt</u>
Job Family	<u>Student Development & Enrollment Services</u>	Union Code	<u>0</u>
		Subfamily	<u>Student Involvement/ Leadership</u>

Job Family & Subfamily Summary

Student Development & Enrollment Services Professionals develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

Student Involvement/Leadership Professionals provide quality programs and leadership opportunities that enrich the student experience and enhance the campus environment.

Job Summary

Supports the Director and the entire office in the facilitation of a leadership development program. This position advises student boards, teaches several leadership courses each semester, oversees the marketing, recruitment, and selection of students applying to the 3rd and 4th year program and assists with program assessment efforts.

Representative Duties

1.
 - Assesses and plans for comprehensive system-wide leadership programs for FTIC and other new (i.e., transfer) undergraduate students in transition to the University
 - Develops marketing strategies, learning outcomes and on-going assessment of effectiveness for transition offerings to the campus community to include measures on student connectedness, engagement, success and retention
 - Teaches several LDR undergraduate courses per semester
 - Identifies and provides program offerings for targeted groups of students, such as multicultural students, and underrepresented groups that fall within the FTIC/new students' identifiers
 - Develops creative and intentional initiatives that meet the unique needs of such students through curricular and co-curricular manners
 - Advises the Leadership Excellence Board and their recruitment, marketing and selection efforts

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience 1+ years of leadership experience OR 2+ years of relevant work experience with a Master's Degree 1+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.