



Job Title	Assistant Director, Student Resources	Job Code	AD0421
Pay Plan	A&P	Pay Grade	17
Union	Non-Union	FLSA Status	Exempt
Job Family	Advising	Union Code	0
		Subfamily	Student Resources

Job Family & Subfamily Summary

Advising Professionals provide academic advising, counseling and related student services.
Student Resources Professionals plan, manage, and implement programs focused on targeted student populations to enhance their academic success.

Job Summary

Responsible for components of a student resource office with multiple staff, programs, and/or services. Typically includes supervision and evaluation of direct reports. May include a student service caseload within a targeted student population and is the subject matter expert in one or more programming areas. This position typically reports to the Associate Director or Director.

Representative Duties

1. Management and Administration

- Assists Director or Associate Director in day to day operations of a student resource office which may include budget administration and human resource activities
- Assists Director or Associate Director in leading, supervising, training and developing staff
- Serves as subject matter expert in applicable field and provides guidance to staff on complex situations as needed
- Serves as a content area specialist and liaison to other university departments and external constituents
- Recommends and develops policies and practices relating to assigned areas of responsibility
- Engages in special projects to increase and enhance services to students, faculty, and staff
- Represents the office on university-wide committees and other committees where appropriate

2. Strategic Planning

- Works with colleagues in developing programs and procedures to secure mandated outcomes
- Assists Director or Associate Director to establish the vision of the office and assists in developing, coordinating, and assessing goals and strategies
- Serves as part of the leadership team that develops office work plans and assesses workload

3. Assessment and Goal Setting

- Supports the development and implementation of assessment measures and collects and analyzes student data to measure outcomes

4. Student Services

- May support a student caseload and perform duties of Student Resource Specialist I-IV levels

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Master's	
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work 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.