



<b>Job Title</b>	<u>Associate Director, LEAD Scholars Academy</u>	<b>Job Code</b>	<u>SD0726</u>
<b>Pay Plan</b>	<u>A&amp;P</u>	<b>Pay Grade</b>	<u>17</u>
<b>Union</b>	<u>Non-Union</u>	<b>FLSA Status</b>	<u>Exempt</u>
<b>Job Family</b>	<u>Student Development &amp; Enrollment Services</u>	<b>Union Code</b>	<u>0</u>
		<b>Subfamily</b>	<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**

Assists in the direction and oversight of the LEAD Scholars Academy. Oversees the day-to-day functions of the LEAD Scholars Academy. Provides leadership to all aspect of department programs with emphasis given to oversight of academic related aspects, major leadership development initiatives, student conduct issues and campus and community partnerships.

**Representative Duties**

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- Assists in the direction and oversight of the leadership programs department
- Functions as the director in his/her absence
- Oversees the day-to-day functions of the LEAD Scholars Academy
- Supervises staff
- Oversees academic related leadership development programs
- Identifies and recruits faculty to teach within in the LEAD Scholars and other academic related leadership programs
- Provides training and support for faculty teaching within the department
- Coordinates course topic development and individual course curriculum development and support as needed
- Represents the LEAD Scholars Academy and other academic leadership development initiatives on designated committees and University planning processes
- Establishes collaborative partnerships, internally and externally, for development of new and support of existing leadership offerings
- Works to identify alternative funding sources and opportunities for supporting leadership development efforts
- Oversees and coordinates the process for developing and managing, as appropriate, academic related leadership development programs
- Coordinates major leadership development and education initiatives such as Leadership Week and works to define other necessary and appropriate services and programs and work toward implementation
- Teaches leadership studies courses

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

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

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**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.**