



Job Title	Associate Director, Student Resources	Job Code	AD0423
Pay Plan	A&P	Pay Grade	18
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 assisting the Director in the oversight of a student resource office with multiple staff, programs, and/or services. Includes supervision and evaluation of direct reports. This position typically reports to Director.

Representative Duties

1. Management and Administration
<ul style="list-style-type: none"> • Assists Director or autonomous in the following: <ul style="list-style-type: none"> ○ Runs day to day operations of a student resource office which may include budget administration and human resource activities ○ Leads, supervises, trains and develops staff ○ Serves as a subject matter expert in applicable field and providing 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
<ul style="list-style-type: none"> • Assists Director or autonomous in the following: <ul style="list-style-type: none"> ○ Develops programs and procedures to secure mandated outcomes ○ Establishes the vision of the office and assists in developing, coordinating, and assessing goals and strategies ○ Serves on the leadership team that develops office work plans and assesses workload
3. Assessment
<ul style="list-style-type: none"> • Supports the development and implementation of assessment measures and collects and analyzes student data to measure outcomes
4. Student Services
<ul style="list-style-type: none"> • May have a caseload within a targeted student population and may perform some or all duties of a Student Resource Specialist I-IV levels

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Master's	
Certification(s)		
Licensure(s)		
Work Experience		
6+ years of relevant work experience 2+ 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.