



Job Title	Director, Student Academic Resource Center and University Testing Center		Job Code	SD0815	
Pay Plan	A&P	Pay Grade	19	FLSA Status	Exempt
Union	Non-Union		Union Code	0	
Job Family	Student Development & Enrollment Services		Subfamily	Student Success Services	

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 Success Services Professionals provide quality programs and services that support student success.

Job Summary

Supports student success and assists in fulfilling the mission of Student Development and Enrollment Services, the Director is responsible for the vision, leadership, management, and assessment of the Student Academic Resource Center and University Testing Center, including staff supervision and budget authority. Provides administrative direction for the academic and testing program development and implementation.

Representative Duties

1.
 - Provides overall leadership, management, development, vision, strategic planning, and assessment for all programs and staff of the Student Academic Resource Center and the University Testing Center
 - Maintains an active presence in the field of learning support and standardized testing at the national and state levels and keeps current with trends
 - Represents academic support services and testing services on a variety of division-wide and university-wide committees and at the state and national level

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ years of leadership experience OR 6+ years of relevant work experience with a Master's Degree 3+ 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.