



<b>Job Title</b>	<u>Director, LEAD Scholars Academy</u>	<b>Job Code</b>	<u>SD0729</u>
<b>Pay Plan</b>	<u>A&amp;P</u>	<b>Pay Grade</b>	<u>18</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**

Oversees the day to day operations of the department including curricular and co-curricular student needs and supervision of staff along with office operations. Develops academic models for leadership education and works collaboratively with faculty and academic departments to deliver appropriate educational programs.

**Representative Duties**

1.
  - Provides budget oversight and management
  - Teaches and oversee designated courses for students through Interdisciplinary Studies
  - Collaborates with SDES offices for division initiatives
  - Maintain positive relationships with other university departments and offices
  - Oversees and coordinates assessment efforts within the department
  - Establishes annual learning objectives for the unit as well as collecting data and interpreting results to craft next plan
  - Develop academic models for leadership education and works collaboratively with faculty and academic departments to deliver appropriate educational programs

<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>		
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		
<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.**