



Job Title	Director, Student Resources	Job Code	AD0424
Pay Plan	A&P	Pay Grade	19
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 all activities of a student resource office with multiple staff, programs, and/or services. Includes budget oversight, supervision of direct reports, strategic planning, and assessment.

Representative Duties

- 1. Management and Administration**
 - Responsible for the day to day operations of a student resource office including budget administration and human resource activities
 - Plans, coordinates, and supervises staff
 - Designs, administers, coordinates, and assesses programs
 - Recommends and enforces the standards and policies of the student resource office and university
- 2. Programming**
 - Plans, coordinates, and oversees the implementation of student programming and services for a student resource office
 - Develops and implements strategies that enhance the student experience and student success
 - Reviews and recommends programming to enhance the academic and co-curricular experience of students
 - Oversees and approves dissemination of information
- 3. Strategic Planning**
 - Creates and enacts a vision for growth and development of the office
 - Develops and implements goals and strategies that align with the strategic goals and mission of the unit or program and university
 - Engages in special projects to increase and enhance relevant services to students, faculty, and staff
 - Represents the office on university-wide committees and other committees where appropriate
 - Ensures the office is aligning efforts to positively impact the targeted populations and reach identified metrics
- 4. Analysis and Reporting**
 - Develops and implements formative and summative assessment measures pertaining to the targeted populations and services
 - Collects and analyzes student data to produce various reports for the office to include the collection and communication of data

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Master's	Doctoral
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 Doctoral Degree 2+ years of leadership experience with a Doctoral Degree		
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.