

Sam Houston State University Human Resources

Staff Classification Description – Director of Academic Success Center, The Woodlands Center

Skill Category: Administrative

Position (Employee) Class: 1M170 (E1)

Grade: NC

Date: 11/2011

Department: Language, Literacy & Special Populations

Educational & Experience Requirement: Master's degree in Reading or related field. Five (5) years related experience. Desired experience includes reading instruction at the college or secondary school level. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Directs daily operations of the Reading Center, including hiring, training, scheduling, evaluating, and supervising peer tutors; represents the Reading Center to the University; oversees the Reading Center's budget; and assists students at Sam Houston State University in developing critical reading skills.

Supervision Given & Received: Receives general direction from the Associate Provost of Academic Affairs and the chair of the Department of Language, Literacy & Special Populations. Supervises Reading Center staff and peer tutors.

Primary Responsibilities:

- Hire, train, schedule, evaluate and supervise staff and peer tutors
- Manage office staff and provide backup staffing as needed
- Reading Center liaison with university community
- Supervise Reading 031 pool faculty; teach Reading 031 and Sam 136 as needed
- Meet with faculty, administrators and staff to promote the services of the Reading Center
- Individual tutoring in the Center
- Assess effectiveness of the services provided by the Center
- Analyze data and report accountability, including Texas Higher Education Assessment (THEA) scores
- Coordinate with other university departments and centers (e.g., Writing Center Lab, SAM Center, International Programs)
- Direct day-to-day operations in the Center and establish the physical setting for the Center
- Maintain data for Online Assessment Tracking Database System
- Order supplies, equipment, software and resources when necessary
- Performs other related duties as assigned.

Other Specifications: Reports monthly to the Department of Language, Literacy & Special Populations chair. Visits freshman and sophomore classes to demonstrate reading strategies and promote the services of the Center. Contacts include SHSU students, staff, faculty, and the community.

This position may be designated as a Campus Security Authority (CSA).

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of

social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.