

Sam Houston State University Human Resources

Staff Classification Description – Director of Academic Support Programs

Skill Category: Administrative
Position (Employee) Class: 1M170 (E1)
Grade: NC
Date: 7/2014

Department: Student Advising & Mentoring Center

Educational & Experience Requirement: Master's degree in Education, Counseling or related field. Doctorate would be helpful. Five years of experience in education, academic counseling, mentoring, teaching, program evaluation, group facilitation or related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Directs, implements, and assesses programs that promote and support student academic achievement.

Supervision Given & Received: Works under minimum direction and provides supervision and direction to department staff, students and mentors.

Primary Responsibilities: Directs, implements, and assesses programs that promote and support student academic achievement. Directs programs for various student populations. Designs staff development programs and trains other university departments. Consults with the university community to improve retention and academic support programs. Assists in the writing of grants. Aggregates and analyzes data and develops reports. Presents data to classes, departments, visiting institutional representatives, and other constituencies concerning Academic Support Programs. Oversees the Academic Improvement Mentoring (AIM) programs and study skills personnel and training. Refers students to the Counseling Center, Legal Services, Career Center and other campus support offices. Assists in course selection and schedule planning. Plans, implements, assesses, and evaluates specific programming and other academic support programs. Contacts faculty concerning referred students. Serve on committees. Maintains confidential student records. Provides students with information to assist them with improving classroom performance. Communicates with all students concerning programs available at the Student Advising and Mentoring (SAM) Center. Creates written and graphic forms, brochures, and flyers for students, faculty, staff, and administrators. Supervises student groups. Trains facilitators for Study Skills seminars. Prepares reports for administration concerning academic support programs. Participates in campus recruitment activities. Performs other related duties as assigned.

Other Specifications: Ability to work closely with students and student employees on all levels. Maintains regular contact with students, faculty, and staff. 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.

