

Classification	Executive Director of the Academic Resource Center
Grade	NC
Working Title	
FLSA Status	Exempt
Position Class Code	1M180
Full Time Part Time	Full Time
Educational and Experience Requirement	Master's degree in English or related field. Doctoral degree in literacy, developmental education or a related field preferred. Five years related experience to include one year directing a campus centralized tutorial center or experience in a related field. Experience with National Writing Project training and directing youth camps is desirable. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.
Nature & Purpose of Position	Directs the Sam Houston Academic Success Center (ASC).
Primary Responsibilities	Directs and oversees the Sam Houston Academic Success Center (ASC) to include the reading, writing and math centers. Hires, trains, schedules, evaluates, and supervises a staff of peer tutors and supplemental instruction coordinators. Manages office staff and provides backup staffing. Directs the strategic planning process in the unit. Provides outreach and support to academic departments and is the Academic Resource Center liaison with the university community. Directs day-to-day operations in the Center. Supervises and evaluate the ASC Director at The Woodlands and University Park campuses. Oversees the Center's budget. Performs other related duties as assigned.
Other Specifications	Contacts include SHSU students, staff, faculty, and the community. This position may be designated as a Campus Security Authority (CSA).
Supervision Given and Received	Works under minimum direction of the Associate Vice President for Academic Affairs, the English, Math and Language, Literacy & Special Populations Department chairs, and the Writing in the Disciplines Program chair.

Title Information