Title: Associate Director, Educational Services

Pay Scale Group: 19

Essential Function

Under general supervision from a designated administrator, provide leadership for the administrative and operational activities of Central Academic Advising Center.

Characteristic Duties

- Direct the activities of Central Academic Advising Center (i.e., development and oversight of policies, procedures, budget and supervision).
- Analyze advising needs for students transitioning between colleges.
- Develop/supervise assessment practices in advising services for all University colleges.
- Prepare reports to justify program expenditures for local and state audiences.
- Provide leadership in developing University-wide academic advising policies.
- Develop and implement academic advising training for faculty and staff.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor's degree with five (5) years experience; -OR- Associate's degree with seven (7) years experience; -OR- nine (9) years experience. Degree must be in a related field. Experience must be in college student personnel, higher education, or a related area. Experience may also require at least three (3) years supervision.

Last updated: April 2000