

Student Affairs

Administration					
Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
0527	Vice President, Student Success and Student Life	023	E	Responsible for strategic leadership of a division that takes a fully coordinated approach to supporting UHD students and their success across the student services and student engagement portfolio. The Vice President for Student Success and Student Life is responsible for leading the University's continued development of student success and engagement strategies for enhancing access, retention, student learning, student success, and graduation. The Vice President for Student Success and Student Life will work collaboratively with the University's diverse stakeholders to develop and implement innovative approaches for supporting students' entry to the university, removing barriers to their progress, and enhancing their academic journey while providing a student-centered learning environment.	Individualized
0141	Dean of Students	020	E	Serves as the executive officer overseeing all of the UHD Student Affairs departments, programs, and services, and provides vision and leadership to the overall unit.	Individualized
2016	Assistant Dean, Student Affairs	019	E	Presides over the student conduct process, oversees the student complaints process, and manages the counseling and health services processes for students in crisis.	Individualized
2065	Director, Center for Student Diversity, Equity and Inclusion	017	E	Assesses the programmatic needs that address the diversity and social justice issues for the campus community. The incumbent provides leadership for the Center that fosters a supportive and inclusive environment for all students, faculty, and staff through programming efforts, training programs, outreach, and advocacy.	Individualized

Academic Advising

Advising					
Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
0175	Assistant Vice President, Advising & Student Progression	021	E	Responsible for developing, implementing, managing, and evaluating high-quality programs and initiatives across the colleges in the areas of academic advising, student achievement, career exploration, and holistic student support and well-being. The Assistant Vice President will be a dynamic self-starter who can identify and respond knowledgeably to the needs of first-generation, low-income, and traditionally underserved populations. This individual is a collaborative leader who will make recommendations to the Provost and Senior Vice President for Academic Affairs on initiatives; manage and direct the Directors of Advising in each college and provide professional development and support in holistic student-focused advising practices to all of the full-time and part-time Academic Success Coordinators. The Vice President will collaborate with faculty, staff, students, and leaders across the campus to develop and carry out a University-wide approach to student academic success.	Individualized
2254	Executive Director, Graduate Business Programs	019	E	Directs the overall graduate recruiting operations for the Marilyn Davies College of Business. The Executive Director provides leadership, oversight, accountability and management support to all Coordinators, Senior Coordinators, Associate and Assistant Directors who oversee recruiting in three graduate business programs. The Executive Director is responsible for all activities and initiatives within the Graduate program office including the largest MBA program. The Executive Director also provides primary administrative oversight of the staffing responsible for the administrative, recruitment, and admissions functions of all graduate business program. The Executive Director works directly with the executive administrative and academic leadership of the college. Under the Dean's direction and support the Executive Director interfaces with multiple internal partners across campus in addition to external partners and is the primary liaison and leader of all marketing projects for the college.	Individualized
2147	Dir, College Advising Center	017	E	Directs the day-to-day center and staffing operations of the College Advising Center. The Director independently	Individualized



CAREER LADDERS - STUDENT OPERATIONS (DTC)

3080	Associate Director, Graduate Studies	016	E	Works with College leadership and Graduate Program Directors to develop, implement, and coordinate all activities related to graduate programs within the College. The Associate Director provides leadership for the organizational structure, operational procedures, program development, and enhancement of graduate programs. The Associate Director works with College leadership and Graduate Program Directors to develop, implement, and coordinate all activities related to graduate programs within the College. The Associate Director provides leadership for the organizational structure, operational procedures, program development, and enhancement of graduate programs. The Associate Director works with College leadership and Graduate Program Directors to develop, implement, and coordinate all activities related to graduate programs within the College. The Associate Director provides leadership for the organizational structure, operational procedures, program development, and enhancement of graduate programs.	Individualized
2337	Assistant Director, Advising Services	015	E	Directs and coordinates the academic advising activities of a college of academic unit.	Pre-Defined
2339	Assistant Director, Graduate Studies	015	E	Provides overarching academic and admissions support for graduate programs, graduate students, and graduate faculty.	In-Range
3045	Academic Success Coordinator III	014	E	Provides proactive and holistic academic and career advising to prospective, new, transfer, continuing, and re-admitted students in assigned caseload.	In-Range
2146	Graduate Academic Advisor III	014	E	Advises new and continuing graduate students on academic matters such as course selection and degree plans. Monitor students' academic progress. Maintains and updates degree plans. Communicates university policies and procedures to graduate students. Actively participates in the college's graduate student retention and timely graduation efforts—trains and mentors other graduate academic advisors. Handles and dismissal student appeals to ensure successful academic progress toward clearing dismissal and returning to good standing.	Pre-Defined
3026	Academic Success Coordinator II	013	E	Provides proactive and holistic academic and career advising to prospective, new, transfer, continuing, and re-admitted students in assigned caseload.	Pre-Defined
2145	Graduate Academic Advisor II	013	E	Advises new and continuing graduate students on academic matters such as course selection and degree plans. Monitor students' academic progress. Maintains and updates degree plans. Communicates university policies and procedures to graduate students. Actively participates in the college's graduate student retention and timely graduation efforts.	Pre-Defined
3068	Coord/Advisor	013	E	Coordinates and provides oversight for prospective and current student, and/or graduate on-campus, off-campus, and online operations, and advises and assists students with their educational career and in meeting their educational goals..	Pre-Defined
2262	Joint Advisor	012	E	Provides general advice to prospective students regarding pathways to transfer to the University.	Pre-Defined

2144	Graduate Academic Advisor I	012	E	Advises new and continuing graduate students on academic matters such as course selection and degree plans. Monitor students' academic progress. Maintains and updates degree plans. Communicates university policies and <u>procedures to graduate students.</u>	Pre-Defined
3008	Academic Success Coordinator I	012	E	Provides proactive and holistic academic and career advising to prospective, new, transfer, continuing, and re-admitted students in assigned caseload.	Pre-Defined
5021	Advising Assistant	010	NE	Provides general assistance and support to students and staff in an advising center.	Pre-Defined

Financial Aid

Administration

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2275	Director, Financial Aid	020	E	Provides oversight in the Office of Scholarships and Financial Aid, by developing and directing financial aid strategies, policies, and procedures to serve the university's goals, maximize enrollment results, minimize risk, and ensure compliance with federal, state, and university regulations, policies. and statutes.	Individualized
2336	Associate Director, Financial Aid	016	E	Assists with the overall operation of the Office of Financial Aid, and manages the office processing functions and customer service experiences. The Associate Director coordinates services and programs with other institutional offices to improve recruitment and retention efforts.	Pre-Defined

Counseling/Processing

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2333	Assistant Director, Processing	015	E	Plans, organizes, and administers the systems, technology, and operations of the financial aid counselors and processing staff.	In-Range
2244	Coordinator, Financial Aid Processing	014	E	Coordinates all tasks associated with awarding scholarships, grants, or other financial assistance to students	Pre-Defined
5005	Coordinator, State Grant and Work Study	013	NE	Administers, monitors and reconciles the college work-study programs, the state grant programs, processes Texas	In-Range
5077	Financial Aid Counselor II	012	NE	Assists prospective and current students with all matters related to acquiring and maintaining financial aid.	Pre-Defined
5076	Financial Aid Counselor I	010	NE	Assists prospective and current students with all matters related to acquiring and maintaining financial aid.	Pre-Defined



CAREER LADDERS - STUDENT OPERATIONS (DTC)

Operations

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2451	Coordinator, Student Loans	012	E	Administers all aspects of student loan processing and staff, reconciles loan balances between the student system and Department of Education, and provides information and status updates as appropriate to lenders, staff, and	In-Range
5110	Coordinator, Default Prevention	012	NE	Oversees student loan counseling sessions and monitors compliance with the plan to assure lowest possible default rates.	In-Range
5024	Student Loans Assistant	010	NE	Assists in the administration of federal, state, and private loans to students.	In-Range

Compliance (C3D)

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2148	Assistant Director, Compliance and Scholarships	014	E	Administers scholarships and implements policies and procedures to ensure compliance with federal, state, and institutional financial aid requirements. The Assistant Director, of Compliance and Scholarship provides training to relevant individuals concerning financial aid compliance.	In-Range

Student Success

Teaching & Learning Excellence

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2207	Executive Director, Scholars Academy	018	E	Executes and directs all operations in the Scholars Academy.	Individualized
2126	Director, Center for Teaching and Learning Excellence	018	E	Plans and implements university-wide educational development programs and services that align with institutional strategic goals, with an emphasis on faculty and instructional support.	Individualized
2224	Director, Gator Success Center	018	E	Oversees all aspects of the Gator Success Center (GSC), serves as liaison with other student success and advising centers on campus, and assists enrollment management with new student orientation.	Individualized
2245	Director, Center for Public Service and Community Research	017	E	Creates, manages, directs, administrates, and organizes the activities of the Center for Public Service and Community Research, supporting students and faculty by facilitating their engagement in service learning, community service, and research.	Individualized
2027	Director, Honors Program	017	E	Provides institutional leadership for the administration, ongoing development, and expansion of a multidisciplinary program, offering enhanced curricular and co-curricular opportunities to high achieving students with the goal of elevating UHD's reputation for student achievement, thereby increasing the recruitment and retention of academically talented undergraduates.	Individualized

2326	Associate Director, Teaching and Learning Excellence Center	016	E	Fulfills the mission of the center through faculty training and consultation, program planning and implementation, workshop facilitation, business administration, staff training, and directing all aspects of online instruction support at the faculty, course, and program level.	Pre-Defined
2284	Associate Director, Gator Success Center	016	E	Provides leadership in the coordination, implementation, and assessment of the Gator Peer Mentoring Program, and provides key elements of support for First-Year Experience faculty and staff on behalf of the Gator Success Center.	In-Range
2380	Associate Director, Academic Success	016	E	Oversees the Academic Recovery Program and monitors all aspects of a class within the development course placement guide.	In-Range
2860	Associate Director, Community Engagement and Service Learning	016	E	Directs the Center for Community Engagement and Service Learning. The Associate Director will set the programming for the center, and ensure the proper implementation.	In-Range
2168	Director, New Student Orientation	015	E	Develops, implements, and assesses all programs and business processes that support new student acculturation and orientation into the University.	In-Range
2444	Academic Success Coach	013	E	Fosters the development of students' skills, behaviors, and habits that contribute to success in college and beyond, and helps students to identify and overcome obstacles that impede academic success.	In-Range

QEP

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
1016	Director, Quality Enhancement Plan (QEP) and Center for Community Engagement and Service Learning (CCESL)	018	E	Oversees the implementation of UHD's Quality Enhancement Plan (QEP) and the administration of the Center for Community Engagement and Service Learning (CCESL). The Director ensures that the center is thriving; this entails continuing and enhancing the current initiatives including Service Learning courses, signature events, and others, as well as developing new projects.	Individualized

Specialized Services

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2238	Executive Director, Office of Impact Learning	018	E	Provides vision, leadership, and administrative direction for the Office of Impact Learning, establishing that office as a hub for campus-wide activities and initiatives related to high impact learning practices (HIPs) at UHD, including serving as a central location for the promotion, assessment, and engagement of such practices across the academic	Individualized
2564	Director, Talent Search	017	E	Leads and manages a team to successfully implement a college and career readiness plan. The Director coordinates the execution of the plan with local school district administration and UHD personnel, and provides the required program services to ensure that participants achieve a minimum of six required program objectives.	Individualized
2225	Director, Upward Bound	017	E	Coordinates and implements the Upward Bound program, including administering and managing the budget, and hiring, training, and managing all staff.	Individualized
2360	Associate Director, Upward Bound	016	E	Assists with the overall management of the Upward Bound (UB) programs and assesses the department objectives. The Associate Director leads the new student orientation and monitors student academic individual development plans.	Pre-Defined
2564	Director, Talent Search	017	E	Leads and manages a team to successfully implement a college and career readiness plan. The Director coordinates the execution of the plan with local school district administration and UHD personnel, and provides the required program services to ensure that participants achieve a minimum of six required program objectives.	Individualized

Academic Centers

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2226	Director, Academic Support Center	017	E	Provides leadership and oversight of the Writing & Reading Center, the Math & Statistics Center, and the Supplemental Instruction Program by implementing an overarching strategic plan that aims to improve student retention and graduation rates.	Individualized
3081	Assistant Director, Academic Support Center	014	E	Manages the day-to-day operations of the Writing and Reading Center and the Center for Math and Statistics.	In-Range
2002	Assistant Director of Supplemental Instruction (SI)	014	E	Responsible for managing the Supplemental Instruction Program operations of the Academic Support Center. The Assistant Director program functions include recruiting, training, supervision, program development, course-based resource generation for learning support, and marketing and outreach to the university community.	In-Range

Student Support

Career Placement

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
3071	Director, Career Development Center	019	E	Manages and oversees the strategic planning, development, and implementation of all aspects of a comprehensive, student-centered career-development facility for students and alumni within the College of Humanities & Social	Individualized
2315	Director, College of Business Career Development Center	018	E	Manages, plans, strategically develops, and implements all aspects of a comprehensive, student-centered career development facility for students and alumni within the Marilyn Davies College of Business.	Individualized
3762	Assistant Director, College Career Services	015	E	Manages the daily operations of the career services offered by a college, as well as the associated staff.	In-Range

3075	coun	013	E	Develops, implements, and assesses activities to connect with employers, increase job postings, and recruit UHD students and alumni. Builds relationships and creates awareness among corporate and community organizations about the benefits of recruiting and hiring UHD students and alumni and the career center's services.	In-Range
3763	Career Counselor II	013	E	Develops and implements comprehensive career services to enrolled students and graduates of the university, represents the University at regional and national events, provides support at local enrollment events, and connects students to employment contacts of the university.	In-Range
3760	College Career Counselor II	013	E	Oversees the daily operations of a college career center, and helps students to perfect their career readiness skills and to successfully transition to a suitable career path after graduation.	In-Range
2270	College Career Counselor I	012	E	Helps students to perfect their career readiness skills and to successfully transition to a suitable career path after graduation.	Pre-Defined
3764	Career Counselor I	012	E	Develops and implements comprehensive career services by providing career counseling, job search coaching and employment contacts to enrolled students and graduates of the university.	Pre-Defined

Counseling

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2256	Director, Counseling Services	018	E	Responsible for setting and delivering the mission and vision of the University of Houston-Downtown Counseling Center. The Director is responsible for overseeing the daily operations of the Counseling Center. The Director will report to the Dean of Students.	Individualized
2003	Professional Counselor	015	E	Provides counseling services to assist students identify, mitigate and/or remove barriers that impede their ability to reach their academic, career, and personal goals.	In-Range
5010	Licensed Counselor	014	NE	Provides counseling services to assist students identify, mitigate and/or remove barriers that impede their ability to reach their academic, career, and personal goals.	In-Range
3005	Clinical Case Coordinator	013	E	Provides program management and counseling services at UHD.	In-Range

Disability Services

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2013	Director, Disability Services	017	E	Leads and sets the vision, mission, and goals for the Office of Disability Services.	Individualized
2152	Assistant Director, Disability Services	015	E	Responsible for developing, implementing, and assessing disability services for students.	Pre-Defined
2012	Coord, Disability Services	013	NE	Coordinates and develops reasonable accommodations for students with disabilities at UHD, ensuring that they have equal access to the curriculum.	In-Range
5357	Program Assistant	021	NE	Responsible for providing support services for students with disabilities and assisting the college in meeting the requirements of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Performs work requiring knowledge and experience specific to providing resources and support to students, faculty, and staff; performs administrative support tasks, and processes all program related expenditures.	Pre-Defined

Student Life

Athletics

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
3091	Director, Sports & Fitness	016	E	Provides the overall vision, leadership, direction, and supervision for the Department of Sports and Fitness, and ensures that the department's programs and services align with the overall mission of the division and university.	Individualized
2450	Associate Director, Sports & Fitness	014	E	Assists and supports the Director in the overall operation and administration of the Student Life Center and the Sports and Fitness programs.	Pre-Defined
5073	Coordinator, Memberships and Outreach	012	E	Coordinates outreach and membership efforts for Sports and Fitness including the strategy, tracking, reporting, and outreach at UHD. The Coordinator is responsible for member recruitment, engagement and retention strategies, developing membership drives and campaigns, creating and leading outreach events and tracking/reporting memberships.	In-Range
5149	Coord, Fitness	011	NE	Coordinates, markets, and facilitates health and fitness programs.	In-Range
5012	Coord, Sports	011	NE	Coordinates, markets, and facilitates sports programs.	In-Range

Student Life/ Activities

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2161	Director, Student Life	016	E	Responsible for creating and supporting a high-quality student life experience for all students at UHD. The Director of Student Life creates, implements, and facilitates opportunities for co-curricular learning and student leadership development. The Director of Student Life will also promote proactive retention activities and student engagement. The Director of Student Life functions as a student advocate by responding directly to student needs and issues affecting student well-being.	Individualized
3456	Associate Director, Office of Study Abroad	016	E	The Associate Director, Office of Study Abroad oversees UHD student applications for interning or studying abroad as part of their UHD experience. The Associate Director promotes the study abroad option and provides advice to students as necessary.	In-Range
2255	Director, Student Activities	016	E	Responsible for the development and improvement to student life . The Director, Student Activities engages students in social, volunteer, leadership, Fraternity/Sorority, career, organizational, and civic activities, including managing and coordinating campus events.	Individualized
3097	Associate Director, Student Activities	015	E	Manages, advises, and addresses all issues with Greek organizations. The Associate Director directs, leads, and advises UHD Mariachi and ESports; advises UHD Drumline; co-manages the Student Lounge; leads assessment efforts for the department. Serves as director in director's absence;	Pre-Defined
3156	Assistant Director, Student Activities	014	E	Responsible for providing oversight to student organizations on campus, developing volunteer opportunities for general student body and emphasis on Student clubs and organizations and creating new/ enhanced student activities that promote pride and create new traditions. This position will assist with the execution of large-scale campus involvement. The Assistant Director works closely with students to initiate, plan, develop, and facilitate events and activities to enhance the quality of student life and University experience for all students.	Pre-Defined
5358	Coordinator, Esports	011	NE	Coordinates, markets, and facilitates esports programs	In-Range