



Savannah State University Position Description – Director of University College

POSITION DESCRIPTION

Position Title: Director of University College FLSA Status: Exempt
Reports to: Vice President for Academic Affairs
Division: Academic Affairs
Date Prepared: August, 2010

BASIC FUNCTION

The Director of University College (UC) is the administrative officer immediately responsible for the operation and management of all functions and units in the University College. These include budget, personnel, planning, program development, and program administration. The Director works with the UC staff so that each unit and program area maintains consistently high standards. The Director reports to the vice president for Academic Affairs and serves on the Academic Affairs Council.

NATURE & SCOPE

Overseeing the hiring and evaluating of UC staff who report directly to the Director. Supervising the hiring and evaluating of staff; promoting standards that result in excellent programs. Ensuring a prompt response to the concerns of UC customers. Initiating and managing collaborative opportunities inside and outside of UC. Providing leadership for enhancing the visibility, enrollment and resources of UC and Savannah State University. Developing and managing the budget, technical support and other UC services. Leading UC staff in strategic planning and assessment for each unit and program/service area. Communicating effectively within UC, on campus, and in the community on behalf of UC. Providing leadership for developing and managing extended services.

PRINCIPLE ACCOUNTABILITES

Working with the vice president for Academic Affairs and faculty to pursue, develop, and manage grants and contracts in support of the mission of University College. Serving as lead staff person in developing new initiatives for future funding and staffing. Striving to increase the contribution from University College departmental service areas to support academic functions within the university, completing other duties as assigned.

SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES AND/OR COMPETENCIES REQUIRED:

Understanding of budget, planning, program development and implementation, assessment, grant management and personnel processes. Ability to solicit business and funds. Ability to motivate a diverse workforce.

EDUCATION AND EXPERIENCE REQUIRED:

Master's degree required, earned doctorate preferred. Administrative experience in a college or university, and senior-level experience in an extension operation; or the equivalent though a combination of education and/or experience. Record of success in the field of education and program management. Teaching experience and curriculum design experience especially in remedial and developmental education. Educational advising and counseling experience. Excellent communication skills.