

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ASSOCIATE DIRECTOR, STUDENT EDUCATION OPPORTUNITY

Reports To: Designated Supervisor

UW Job Code: 3818

UW Job Family: 34 - Student Service Administration

SOC Code: 21-1012

FLSA: Exempt

Pay Grade: 26

Date: 4-1-95 (revised 7-1-02; 2-10-03; 7-1-04; 7-1-08; 11-1-19)

JOB PURPOSE:

Assist the Director with the operational, financial and personnel functions of various projects within the Office of Student Educational Opportunity.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, coordinate and administer special projects and services relating to student educational opportunities.
- Develop budget recommendations and monitor expenditures for projects and associated support activities.
- Confer with and advise students, staff, administration, and state and federal agencies regarding ongoing projects, services and needs of the Student Educational Opportunity Office.
- Initiate special projects and write reports as directed.
- Compose, coordinate and/or supervise the writing of grants or other fundraising proposals related to the office of Student Educational Opportunity.

SUPPLEMENTAL FUNCTIONS:

- Act as Appointing Authority in Director's absence.

COMPETENCIES:

- Strategic Planning
- Integrity
- Quality Orientation
- Innovation
- Individual Leadership
- Meeting Facilitation

MINIMUM QUALIFICATIONS:

Education: **Master's degree in Guidance and Counseling, Psychology, or a related field**

Experience: **4 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- University accounting/budget system.
- Special project and services planning, coordination, and administration.
- Budget development, implementation, and review.
- Student, staff, administration, and state and federal agency advising.
- Student recruitment and retention issues.
- Academic standards governing student probation, suspension, and/or expulsion.
- New student assimilation issues.
- Financial/business analysis techniques.
- Student development theory and student personnel administration.
- Staff hiring procedures.
- Policies, programs, and services affecting students.
- Community support services and funding agencies.
- Student support programs and services.
- Principles, methods, and techniques of educational development.
- Linguistically and culturally diverse communities.
- Policies and operational characteristics of government funding agencies and financial regulatory bodies.

Skills and Abilities to:

- Compose and organize grant proposals.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Organize resources and establish priorities.
- Analyze complex problems, interpret operational needs, and develop integrated, creative solutions.
- Use interpersonal and communication skills.
- Work effectively with a wide range of constituencies in a diverse community.
- Employee development and performance management.
- Develop and implement funding strategies and programs.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Create and foster a positive work environment.
- Develop policy and procedure documentation.
- Determine informational needs, collect and analyze information, and devise and develop statistical analyses and reports.

- Communicate effectively, both orally and in writing.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment. Occasional travel required.

DISTINGUISHING FEATURES:

Assistant Director: The Assistant Director assists the Unit Administrator with the operational, financial, and personnel functions of the unit or directs a specified entity within the unit.

Associate Director: The Associate Director level acts with full-delegated authority as Director. As the Unit Administrator directs the operational, financial, and personnel functions of the unit including financial planning and management and strategic planning, hiring, firing, grievances and conflict resolutions, employee evaluations. The majority of support staff report directly to this level. The Associate Director level is the senior level and direct successor to the Unit's Appointing Authority in their absence.

In a Unit with both an Associate Director and Assistant Director Level: The Associate Director level is the level with a much broader scope of responsibility and is called upon to "act as Director with full decision-making authority in their absence." In a Unit with only one level (either an Associate Director or an Assistant Director), whichever level is present may be called on to temporarily "act on behalf of Director in their absence, as directed."

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.