**Associate Director, Educational Excellence Standard Job Description**

**Classification Title:** Associate Director, Educational Excellence

**FLSA Exemption Status:**Exempt

**Pay Grade:** 16

**Minimum Pay:** $103,533.06

**Job Description Summary:**

The Associate Director, Educational Excellence, under general direction, is responsible for supporting leadership in the management and direction of designated functional areas and programs within the Center to promote teaching excellence and improve student learning. In addition, the Associate Director assists the Director (s) in all aspects of departmental operations.

**Essential Duties and Responsibilities:**

**40% Leadership and Management**

* Assists leadership in the design and implementation of the Center’s strategic plan and goals.
* Provides leadership for the department along with and in absence of the Director(s).
* Oversees budget preparation and expense control for areas of responsibility with oversight from leadership.
* Oversees administrative and human resource operations for areas of responsibility including interviewing and hiring staff and drafting and approving position descriptions.
* Establishes performance goals and measures to evaluate the success of areas of responsibility.
* Assists leadership in formulating and implementing policies and procedures.
* Monitors operations and compliance with all unit, department, University, and government standards, policies, and procedures.
* Mentors and collaborates with Center staff and student employees on departmental programs and operations.
* Advocates for, leads, and facilitates change that aligns with the Center’s and University’s strategic focus areas.

**20% Program Development and Coordination**

* Leads strategic planning for areas supervised.
* Oversees the coordination of programs including supervising and directing staff and activities for areas of responsibility.
* Develops, implements, coordinates, assesses, and documents programs using evidence-based strategies specific to teaching and learning to support the University’s academic mission.
* Assists faculty in establishing research designs to assess effectiveness of teaching.
* Collaborates with faculty on grants related to teaching and learning and assists faculty in design of the educational component of grant proposals.
* Provides individual and departmental consultations on a variety of learning and teaching issues to promote graduate student and faculty professional development in teaching.

**10% Research and Scholarship**

* Conducts and disseminates informal and formal research.
* Contributes to the national dialogue and publication of educational blogs, journals, and articles related to educational development and scholarly teaching and learning.
* Assists faculty in identifying means to share their educational scholarship and co-authoring as collaboration warrants.

**10% Community Engagement and Advocacy**

* Serves on various University, division, and departmental committees and represents the
* Center or institution at various state, national, and international associations and organizations.
* Brokers relationships and opportunities for Center partnerships with other units, internal and external to the university.
* Volunteers and participates in regional, state, national, and international professional organizations in faculty and graduate student professional and organizational development.
* Enhances facilitation skills via experience and observation.
* Participates in courses, workshops, conferences, and certification programs.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* PhD in a related field.

**Required Experience:**

* Nine years of related experience, including six years supervisory experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**