Director, Student Learning Assistance Center

Job Code 00001508

General Description
Responsible for the coordination, supervision, and evaluation of all academic support services offered by or affiliated with the Student Learning Assistance Center (SLAC).

Examples of Duties
Coordinate SLAC’s strategic planning process.
Coordinate the creation, implementation, and evaluation of SLAC’s policies, procedures, and database management systems.
Budget fiscal resources for all components of SLAC and oversee accounting of expenditures.
Hire, train, supervise, and evaluate professional staff.
Compile SLAC’s statistical reports.
Consult with students, faculty, staff, and parents on helping students overcome or compensate for specific learning problems.
Oversee coordination of SLAC’s presentations and publications.
Conduct training sessions for SLAC’s professional and student staff.
Supervise and evaluate graduate interns.
Teach class according to EAPS guidelines.
Promote exploration, access, and use of new technology for instructional presentations.
Track student use of services.
Present scholarly work at annual state and national developmental education associations.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: UPPS and Academic Affairs’ policies and procedures; Texas Academic Skills Program (TASP); current developments in professional field; federal and state laws pertaining to privacy and confidentiality; standardized testing and disabilities and current technology.

Skill in: working as a team member; effectively directing the work of others and motivating output; establishing rapport with a variety of clients; using current technology including hardware, software, and Internet.

Ability to: understand employer’s policy and procedure manuals; interpret psychological evaluations; evaluate student’s exams and papers; read professional journals, reports, newspapers, committee reports; complete statistical reports, policies and procedures; draft staff
evaluations; write correspondence, journal articles, training lab and course materials; perform intermediate math.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**