

Job Level	Executive Director, CASA	Senior Management Level II
Problem Solving	<ul style="list-style-type: none"> <li>* Provide vision for the growth and development of the organization, considering ways to enhance student success, address current student needs, and meet university priorities.</li> <li>* Develop program outcomes, assess the effectiveness of outcomes, and make program improvements based on the results. Assure that program services respond to priority student needs and share pertinent information across campus. Create strategic plans, annual reports and five-year program reviews.</li> <li>* Oversee technology processes that are utilized collaboratively across campus as part of orientation, early warning, learning communities, and advising. Supervise the Associate Director who oversees the technology services for Undeclared Students.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Resolves complex issues with long term impact</li> <li>▪ Resolutions may lead to new ways of conducting operations or changes to University Policy.</li> </ul>
Interaction/ Communication	<ul style="list-style-type: none"> <li>* Promote enhanced academic advising on campus through chairing advising committees, providing training opportunities, and supporting new advising technologies and processes.</li> <li>* Provide leadership for the organization and its functions, including orientation and transition programs, undeclared advising, health professions advising, learning communities, outreach and support, scholar programs, and business operations.</li> <li>* Provide oversight/coordination for campus-wide responsibilities such as Scholastic Standards, Early Performance Feedback, and Learning Communities, and advising tools.</li> </ul>	<ul style="list-style-type: none"> <li>▪ May report to an officer or executive director.</li> </ul>
University Impact	<ul style="list-style-type: none"> <li>* The Executive Director inspires students to build a better world by providing leadership to seven units including Advising for Undeclared Students, Community for Excellence Scholar Programs, Key Communities, Orientation and Transition Programs, Outreach and Support Programs, Health Professions, and Business Operation Services.</li> <li>* This position oversees service delivery to a large volume of students (6,400 incoming students, all second year students, 500 students involved in Key Communities, over 11,000 student appointments, 23,000 phone calls, 1,200 appeals and 5,000 Scholastic Standard Letters).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Set strategy for functional area or department in line with mission of the University.</li> <li>▪ Must be head of a department as defined and assigned by the University for Director designation.</li> </ul>
Financial/ Budget Responsibility	<ul style="list-style-type: none"> <li>* Budget oversight including a 4.7-million-dollar operational budget, made up of student fees, state appropriated, and auxiliary funds; along with stewardship of 1.7 million-dollars for scholarships, scholar programming, and endowments.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Has full oversight of budget for a department.</li> </ul>
People Management	<ul style="list-style-type: none"> <li>* The Executive Director is a full-time, Administrative Professional position who directly supervises five Directors, the Associate Director of Technology and Assessment, and the Business Manager; with overall supervision oversight for 47 full time staff, 187 student staff, and one graduate assistant</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provides direction for function/department/unit through other managers.</li> <li>▪ People management responsibilities for pay reviews, performance management and resource planning.</li> </ul>