College Administration

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
0135	Dean Business	023	E	Oversees all academic and other operations in the college of business, including managing enrollment, conducting community outreach, and managing the financial decisions.	Individualized
0137	Dean, College of Public Service	023	E	Provides visionary and strategic leadership for the College of Public Service. The incumbent serves as the principal representative for the College both internally and externally, and continually works to enhance the College's profile, resource streams, and connection with alumni and the community.	Individualized
0136	Dean Humanities & Social Sciences	022	E	Responsible for articulating a strategic vision for the college and leading the college toward the accomplishment of the College's strategic goals. The Dean is responsible for the quality of the academic programming of the college. The Dean is in charge of the development of successful and productive internal and external partnerships and relationships for the college, and the administration of the College's faculty, staff, and student support services. The Dean is responsible for ensuring the work of the college is accomplished according to all relevant systems, institutional policy, regulations, and under the principle of shared governance.	Individualized
0138	Dean Science & Technology	022	E	Serves as liaison between faculty, staff, students, and department and other unit leaders in the college. The Dean provides strategic vision for the college, ensuring that academic standards are maintained, and that faculty, staff, and students comply with university policies and procedures.	Individualized
0122	Associate Dean, College of Business Undergraduate Studies	021	E	Manages the COB undergraduate academic programs, including setting and monitoring curriculum reviews, class scheduling, and analyzing the schedule to ensure it meets student needs and fulfillscollege responsibilities. The incumbent is responsible for all facets of the COB student services, including academic records, advising, and the career development center.	Individualized
0131	Associate Dean, Academic Operations	021	E	The Associate Dean oversees the college's academic operations, shared governance processes, and internal culture by collaboratively implementing policy, guidelines, documents, and administrative vision.	Individualized
0144	Associate Dean, Public Service	020	E	Works with the Dean to develop the College of Public Services through functional efficiency. The Associate Dean advises students who are on probation and suspension, coordinates special projects for the college such as CPS catalogue revisions, and addresses course equivalency evaluations.	Individualized
0125	Assistant Dean, Student Advocacy and Assistance	019	E	The Assistant Dean provides general management support and coordination for Student Advocacy and Assistance in the Office of the Dean of Students and serves as back-up for other areas within the Dean of Students Office as needed.	Individualized
0145	Associate Dean, Humanities and Social Sciences	019	E	supports the work of the Dean of the department, supervises the Director of the college's advising center, and represents the department as necessary at events and on committees.	Individualized
0133	Assistant Dean, College of Public Service	019	E	Works together with the Dean, Associate Dean, Advisors, Advising Center, the college degree coordinators and chairs to accomplish the mission and purpose of the college.	
0143	Associate Dean, Science & Technoloy	019	E	Oversees the graduate and undergraduate student and academic affairs, supporting student recruitment, education, retention, and success in the college.	Individualized
0132	Assistant Dean, Student Success	018	E	The Assistant Dean will serve as the strategic and operational champion to enhance student success by developing and implementing student success and advisement strategies to advance learning, engagement, retention, and completion within the college.	Individualized
0134	Assistant Dean, College of Humanities and Social Sciences	018	E	Supports the work of the Dean of the department, supervises the Director of the college's advising center, and represents the department as necessary at events and on committees.	Individualized
0130	Assistant Dean, Advising and Degree Completion	018	E	Provides leadership and advising services to the College of Humanities and Social Sciences (CHSS) Advising Office. The Assistant Dean will assist students with all facets of matriculation including registration and graduation. Supervises all advising staff and is responsible for managing the performance appraisals and professional development opportunities.	Individualized
0153	Assistant Dean, College of Science & Technoloy	018	E	Works together with the Associate Dean, Advisors, Advising Center, the college degree coordinators and chairs to accomplish the mission and purpose of the College.	Individualized

Program Administration

Program Administration

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2138	Program Director, Title V Pathways to Teaching Careers	017	E	Provides leadership, direction, coordination, and accountability for all activities and initiatives within the grant program.	Individualized
3096	Program Director	017	E	Leads and provides direction for a program, ensuring the efficacy and effectiveness of the program in supporting student success as they transition to and through college.	Individualized
2151	Assistant Director, Bilingual E-Library Project	016	E	The Assistant Director, Bilingual E-Library Project assists with all aspects of the bilingual e-library operation including planning and managing resources; budget review and allocation, managing support staff, overseeing program projects, researching, identifying, and implementing instructional plans.	Individualized
3456	Associate Director, Office of Study Abroad	016	E	Oversees the study abroad program at UHD. This includes promoting the Student Abroad Program to students and guiding them through the application process for interning or studying abroad as part of their UHD experience as well as assisting faculty who lead Study Abroad trips.	In-Range
3084	Program Manager	015	E	Manages the operations and office administrative projects of a university program.	In-Range
3082	Program Coordinator	013	E	Provides operational and administrative oversight to a program in the University. The Program Coordinator administers programs to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. The Program Coordinator coordinates functions related to recruitment, marketing, partnerships, program accreditation, strengthening relationships, event programming and in some cases fundraising.	Pre-Defined
3601	Program Advisor II	013	E	Advises program participants on academic and other program-related matters to assist students with transitioning into the university and with progressing through the program.	Pre-Defined
5017	Program Administrator	012	NE	Provides operational and administrative support to the program at the University. The Program Administrator coordinates programs to ensure that implementation and prescribed activities are carried out following specified objectives. The Program Administrator Serves as program liaison for the department, community advisors, partners, and stakeholders.	Pre-Defined
5178	Coord, Sustainability	012	NE	Provides support and expertise to the Center for Urban Agriculture and Sustainability, to assist in educating students at UHD.	In-Range
3474	Coordinator, Basic Needs	012	E	Provides administrative, programmatic, and technical oversight in support of the student basic needs center/program. The Coordinator coordinates services, functions, and activities related to basic needs; provides case management and specialized information related to basic needs to students, staff, faculty, and others; and coordinates with campus and community organizations to obtain resources for students to promote student success, retention, and completion.	In-Range
2625	Program Advisor I	011	E	Advises program participants on academic and other program-related matters to assist students with transitioning into the university and with progressing through the program.	Pre-Defined
5357	Program Assistant	010	NE	The provides support services to a center or program. The Program Assistant provides resources and support to program constituents, provides administrative support and assists with all program related expenditures.	Pre-Defined

Project Administration

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2163	Executive Director, Academic Affairs	020	E	Provides overall support for the operations of the provost's office, assuming day-to-day responsibility for projects and tasks, serving as a strategic advisor, and setting and tracking priorities.	Individualized
2447	Project Director, Title V Accelerated Transfer Program	017	E	Oversees project implementation, budgets, and reporting for the Department of Education related to the Title V grant, and oversees the Accelerated Transfer Academy, and all of its activities and staff.	In-Range
2005	Manager, Academic Projects	015	E	Initiates and manages multiple projects with many degrees of complexity, from onset to close, to achieve project goals and outcomes within the defined scope and budget.	In-Range
2024	Project Coordinator	013	E	Provides operational project support to a department or college. The Coordinator also provides support to project participants in alignment of project objectives.	In-Range

Criminal Justice Training Center CJTC

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2260	Director, Criminal Justice Training Center	016	E	Directs the operations of the Criminal Justice Training Center and coordinates the training of basic peace officer candidates and advanced training for peace officers, according to the applicable Government Code, Texas Occupation Code, Texas Department of Public Safety regulations, and TCOLE statutes and rules.	Individualized
2286	Assistant Director, Criminal Justice Training Center Program	014	E	Assists with the supervision and administration of the Criminal Justice Training Center Extended Services program in coordinating, training and preparing basic police recruits to become state licensed peace officers.	Pre-Defined
3025	Criminal Justice Training Center Instructor	012	E	Prepares and presents Texas Commission Law Enforcement (TCOLE) basic police academy and in-service training classes and assists in the development of class curriculum.osition also coordinates with Academy staff on all observed cadet performance and conduct issues.	Pre-Defined

Urban Education

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2008	Director, Center for Professional Development of Teachers	016	E	Supports the professional development of each teacher candidate and provides opportunities for partner school districts to find highly qualified potential employees.	Individualized
3092	Coordinator, Teacher Education Certification Compliance	014	E	Serves as certification officer and recommends graduates to the Texas Education Agency for teacher certification.	Pre-Defined

Continuing Education

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2220	Executive Director, Continuing Education	018	E	Oversees the development, administration and delivery of noncredit continuing education courses and certificate programs within the College of Business. Directs the operational, financial and planning activities for continuing education services. Identifies strategic priorities and objectives for continuing education and implements strategic plans.	Individualized
3536	Manager, Continuing Education	013	E	The Manager of Continuing Education oversees the office operations of the department and supervises office staff and student workers.	In-Range

Distance Education

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2187	Executive Director, Off Campus and Online Coordination	018	E	Directs the operational, financial, and planning activities for off campus programs and services while providing support for online programs.	Individualized
2004	Assistant Dir, Off Campus Operations	015	E	Provides academic and administrative oversight for off campus locations.	In-Range
2246	Coord/Advisor, Distance Education	013	E	Coordinates and provides oversight for UHD's off-campus and online operations including student recruiting and program schedule development.	Pre-Defined

Theatre

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
5019	Scene Shop Foreman/Preparator	011	NE	Provides assistance in various aspects of live theatre productions and the art gallery.	In-Range

Academic Affairs

Administration

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
0558	Associate Vice President, Institutional Effectiveness, Strategic Planning and Assessment	022	E	Leads the development of a strategic vision and plan for academic innovation that enhances UHD's identity and commitments and aligns with institutional priorities. Responsible for administering, and overseeing efforts related to accreditation, assessment, cultivating and strengthening partnerships, student retention, and student completion efforts, as well as new academic affairs data driven planning and assessment initiatives.	Individualized
0179	Associate Vice President for Faculty Affairs and Faculty Development	022	E	Provides executive vision, leadership, and administrative support in the areas of faculty affairs and the professional development of faculty.	Individualized
0410	Associate Vice President, Programming and Curriculum	022	E	The Associate VP, Programming and Curriculum leads, administers, and oversees efforts related to programming and curriculum, including policies and procedures, programming at off-campus sites, high-impact learning practices, and aligning programmatic advancement with student demand and regional or industry need in concert with external partners and accrediting bodies.	Individualized

Assessment

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2228	Executive Director of Assessment & Accreditation	018	E	Oversees the Office of Institutional Assessment and supporting activities related to program review and academic, co-curricular, and operations assessment, helping the university to develop a culture of assessment.	Individualized
2221	Director, Institutional Assessment and Accreditation	018	E	The Director of Institutional Assessment and Accreditation is responsible for the development and management of systematic assessment and accreditation processes for planning and improving the institution's operations, programs, and services. The Director supports the Associate Vice President of Institutional Effectiveness, Strategic Planning and Assessment, and the Executive Director of Assessment and Accreditation in developing and executing a strategic vision and plan for program review, academic, co-curricular, and operations assessment, and the maturation of an assessment culture at the University.	In-Range
2457	Assistant Director, Assessment	015	E	The Assistant Director, Assessment supports the faculty and staff of academic programs and co-curricular units to improve student learning and program effectiveness by using assessment results.	In-Range
2206	Assistant Director, Competency Based Assessment	015	E	The Assistant Director, Competency Based Assessment guides instructional and non-instructional programs to develop continuous process improvement and reporting. Emphasis will be placed on the ability to engage and work with both divisional and institutional colleagues to foster a culture of inquiry and support a data-informed decision environment.	In-Range
2253	Coordinator of Prior Learning Assessment (PLA)	015	E	Assists the Office of the Provost in developing and overseeing UHD's range of PLA initiatives. The Coordinator supports the development of assessment instruments, tracks the applications for all prior learning credits, keeps current on accreditation requirements and trends in prior learning assessment, and notifies academic departments of changes in testing and discipline-specific opportunities. The Coordinator promotes prior learning options, addresses, coordinates student queries, and manages the administration of assessments while maintaining records and preparing reports as needed for the grant that supports the position.	In-Range

Institutional Research & Data Analytics

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
3626	Executive Director, Data Analytics and Institutional Research	019	E	The Executive Director, Data Analytics & Institutional Research oversees the Office of Data Analytics and Institutional Research implementation key institutional research functions, including strategic planning, research, reporting, and support of university and senior leadership initiatives. The Executive Director provides leadership, supervises, and coordinates the strategic operation of Data Analytics and Institutional Research (DAIR). staff. The Executive Director drives the overall vision of the unit by implementing effective strategies for data management, data science, and data analytics to support the centralized collection, management, analysis, interpretation, and reporting of data information and evidence for making data-informed decisions.	Individualized
2267	Director, Institutional Research	018	E	Oversees the required reporting for the university, primarily to state and federal agencies, and produces the information needed for data-driven decision-making within the university, including ad-hoc reports.	Individualized
2348	Director, Institutional Data Analytics	017	E	Accesses and analyzes data in order to understand the university's various characteristics, processes, plans, projects, or other matters, in an effort to improve the university's performance.	Individualized
2774	Director, College Data Analytics	016	E	Serves as the lead administrator for TK20, maintaining the technology platform for all secondary applications, students' e-portfolios, and student teaching/field placement binders for students in the College of Public Service.	Individualized
3622	Sr. Research Analyst	015	E	Produces reports for the university, including federal, state, and for other external requesters. The position extensively checks and corrects data in collaboration with other departments as necessary to ensure accuracy.	Pre-Defined

Research

Sponsored Programs

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2587	Director of Pre-Award for ORSP	018	E	The Director of Pre-Award for ORSP directs and manages Pre-Award operations, including the establishment, direction, and oversight of pre-award office administrative procedures, the implementation of software and electronic systems used for proposal development, routing, approvals, submission and acceptance of an award from external sponsors.	In-Range
2015	Director of Post-Award Service for ORSP	018	E	The Director of Post-Award for ORSP oversees all elements of post-award activity for the University including responsibility for the fiscal administration of all contacts and grants awarded by federal, state, and other sponsors.	In-Range
2588	Assistant Director, Post-Award Services/Accountant	017	E	Oversees the financial and accounting administration of grants and contracts received from all grant funding sources.	In-Range
2019	Assistant Director, Research Compliance and Grant Administration	015	E	Serves as a regulatory expert and is responsible for the coordination and administration of all activities directly related to research compliance.	In-Range
3621	ORSP Administrator & Pre-Award Services	013	E	Responsible for advanced financial knowledge of the Office of Research and Sponsored Programs (ORSP) and grant programs at UHD. The Administrator stays informed of grant activities, approves expenditures, prepares documents, and provides guidance to stakeholders.	In-Range

Science Lab

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2093	Director, Laboratory	016	E	Supervises the lab coordinators and technicians who set up 200 lab course sections every semester. The Director will oversee and approve the purchase of supplies to support the teaching labs, coordinate and procure large equipment items, coordinate with Facilities Management regarding the maintenance of Natural Science teaching and research labs in One Main Building and Science and Technology Building.	Individualized
3406	Coord, Laboratory	013	E	Coordinates the lab preparations and daily operations of assigned labs, and coordinates common lab supply usages between classrooms and research labs.	In-Range
4075	Instrument Technician	012	NE	Maintains the scientific instrumentation within the department of Natural Science.	Pre-Defined
4406	Lab Technician	011	NE	Conducts a range of tasks supporting the efficient and safe preparation and conduct of biology and chemistry lab courses.	Pre-Defined

Library

Library Administration

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2567	Executive Director, Library	021	E	Oversees library operations in order to facilitate student success, support faculty teaching and research, provide information to improve the functioning of the university, and to support all university goals.	Individualized
2780	Assistant Director, Library Public Service	016	E	Provides leadership, direction and coordination for the public services area of the Library.	In-Range
2285	Assistant Director, Collections and Discovery Services	016	E	Provides planning, leadership, and direction for all operations, services, and personnel in the technical services functions of the library.	In-Range
2295	Assistant Director, Library Operations	016	E	Facilitates administrative functions for the Library, including data gathering and reporting, assessment, planning, budgets, procurement, property management, and supervises the Technology Librarian. The Assistant Director ensures smooth library operations in the absence of, or as a representative of, the Library's Executive Director.	In-Range

Librarians

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2792	Catalog Librarian	015	E	Manages the cataloging team, providing leadership, guidance, and expertise in original and copy cataloging for the library's physical, electronic, and digital collections.	In-Range
2770	Circulation and Reference Librarian	015	E	Leads, coordinates, and supervises the Circulation department, overseeing all activities connected to providing access to the library collection, including the lending and return of library materials and course reserves.	In-Range
2683	Electronic Resource Librarian	015	E	Coordinates the selection, licensing, acquisition, and activation of electronic resources and the receiving of physical resources and maintains related library systems to ensure that students and faculty have access to the resources they need for teaching and learning.	In-Range
2681	Interlibrary and Loan Distance Education Librarian	015	E	Manages the Inter-library Loan department, and facilitates, coordinates, and plans library resources and services for distance education sites to meet the information access needs of distance students, faculty, and staff.	In-Range
2785	Information Literacy Coordinator Librarian	015	E	Supports student success through leading the planning, implementation, assessment, development, and promotion of the information literacy and library instruction programs on campus.	In-Range
2050	Discovery Services Coordinator Librarian	015	E	Plans and implements the library's online information services, including the library web site, discovery services, and digital content repositories. The Coordinator collaborates with the Assistant Director in the assessment of online services to effectively support the academic mission and goals of the university.	In-Range
3884	Reference Coordinator Librarian	015	E	Ensures the library provides effective customer service to satisfy the information and research needs of students, faculty, and staff. Serves as faculty liaison.	In-Range
2772	Open Education Resources Librarian	015	E	Facilitates the evaluation and implementation of open and affordable learning materials, and collaborates with faculty, library staff, and other campus partners to promote the adoption of these resources.	
2775	Collections Coordinator Librarian	015	E	Coordinates projects, defines processes, evaluates outcomes, and helps make decisions related to the selection and acquisition of physical and electronic materials, so that the library can fulfill its role of organizing and making accessible the collections of materials needed to support the curriculum, research, and student-success missions of the university.	In-Range
2782	1st Year Experience and Instruction Librarian	014	E	Plans, reviews, and implements the library's first year experience initiatives, and provides curriculum-integrated instructional sessions to first year students primarily.	In-Range
2776	Technology Librarian	014	E	Works with library administrators and IT to plan, implement, and maintain hardware and software solutions in the library.	In-Range
2684	Online Learning Librarian	014	E	Creates the content for the university's online tutorials and edits the instructional videos.	In-Range
2682	Evening Reference Librarian	014	E	Provides students, staff, and faculty with research and reference assistance. The Evening Reference Librarian supervises the operation of the library's computer lab during the evening hours and serves as a subject librarian and faculty liaison.	In-Range
5702	Weekend Reference Librarian	014	NE	Provides reference research assistance to students, faculty, and other affiliated patrons.	In-Range

Library Support

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2794	University Archivist	014	E	Coordinates and manages an archival program wherein the physical and digital materials that document the activities and history of the university and its predecessor institutions are identified, collected, organized, preserved, and made available for use.	In-Range
5294	Supervisor, Interlibrary Loan	012	NE	Oversees the daily operations of Interlibrary Loan unit within the library.	In-Range
2030	Coordinator, Access Services	011	NE	Provides administrative oversight to Access Services operations, including, but not limited to, circulation, reserves, intercampus delivery, and physical collection maintenance.	In-Range
5446	Library Assistant	009	NE	Makes the library's resources and information readily available to users, by creating and maintaining an accurate and up-to-date catalog of library resources, and to make new library materials available on a timely basis.	In-Range