

**Sul Ross State University**  
**Position Description**

**Official Title:** Director of Lobo Den    **Salary Group:** Unclassified (6)    **Job Code:** 1612

**Summary**

Function: The position is responsible for administration and supervision of the Lobo Den. Managing advising initiatives, the advising master calendar, advisor assignments, advising policies and distance advising. Maintains an advising caseload. Provides training for new advisors. Oversees the Early Alert program. Supervise advising staff, tutoring coordinator and admin support.

**Duties:**

**Essential:** Management of the Lobo Den as well as carrying out retention activities. Manage budgets. Supervise all staff in the Lobo Den. Oversee advising and activities related to advising and retention including tutoring services. Carries an advising caseload. Oversees the early alert program. Coordinates training new advisors and presenting advisor trainings each semester. Follows and maintains the advising calendar, including coordinating communications with students, coordinating the transitioning of students to their faculty advisors, and keeping up to date on developmental education policies and procedures.

Non-Essential: Duties and Responsibilities: Serve on committees as assigned.

**Supervision**

Received: Reports to Provost

Given: Supervises all Lobo Den staff

**Education**

Required: Master's degree or higher in education, student affairs or other related master's degree. At least three years of relevant experience. Experience in personnel management and evaluation. Ability to work independently and as part of a team (project staff/college faculty).

Preferred: Background similar to students served (first generation, Hispanic and/or low income).  
Bilingual

**Equipment/Skills**

Required: Excellent oral and written communication skills

**Working Conditions**

Usual: Exempt from Overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the

Human Resources Director.

Date revised: July 2022

