

UNIVERSITY *of* DALLAS

Job Number: 15715UD

Director of Academic Success

Date Posted: August 19, 2025

WHO WE ARE

The University of Dallas is a premier Catholic liberal arts university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth and virtue as the proper and primary ends of education. All employees are expected to support the university's [Mission](#), which is informed by the Apostolic Constitution [Ex corde Ecclesiae](#), the Catholic Church's governing document on Catholic universities. The University of Dallas is known for its nationally ranked Core Curriculum, exceptional post-graduation outcomes, and some of the happiest students in the country.

SUMMARY

UD is currently seeking a Director of Academic Success who will provide academic and wrap-around support services to UD students and advise colleagues across the university on ways we can improve that support as an institution. This position will report to applicable state and federal agencies in coordination with other institutional offices.

PRIMARY RESPONSIBILITIES

- Hire, train, supervise, and evaluate Academic Success Staff.
- Direct UD's proctoring center and humanities tutoring center. Offer guidance to tutoring leads across the university in various departments.
- Oversee Academic Success staff who leads UD's Small Groups initiative.
- Collaborate with Associate Dean of Constantin College and colleagues across the university to coordinate outreach to students who have been reported through the Early Alert System, Midterm Alert System, CARE Team meetings, Financial Aid reports, Registration reports, or for other reasons deemed appropriate.
- Provide support and intervention to students demonstrating academic or other difficulties that threaten success at UD, connecting students to faculty advisors, counselors, financial aid staff, career services, and others where appropriate.
- Hire, train, and supervise graduate students who work as Reading Lab mentors for the Office of Academic Success.
- Run the Seven Arts of Language Program, which includes scheduling sections, in collaboration with the Executive Director of Academic Support. Also responsible for reviewing and reaching out to students who are encouraged to take this class each semester and including students' advisors in this outreach to students. Performs the same for Study Skills class.
- Oversee the UD Proctoring Center.
- Participate in the development, implementation, review, presentation, and revision of student orientations, student development programs, and student retention programs. Effectively communicate Academic Success Support Services and initiatives to faculty, staff, and students.

- Lead campus-wide implementation efforts for Optimal Work.
- Prepare reports on Academic Success services when requested by the Provost, the President, the Dean, or the Board of Trustees.
- Prepare and manage Academic Success Budgets.
- Design and administer surveys (including but not limited to the College Student Inventory survey), questionnaires, and other data-collection instruments to gather institutional student data. Collect student data from institutional departments and systems for analysis. Analyze data and interpret results to inform institutional strategies/initiatives.
- Work with the Associate Dean of Constantin College to register new incoming students for classes each Fall semester.
- Coordinate with the Director of Disability Services to ensure policies and processes in the proctoring center align with ADA regulations.
- Other duties as assigned to ensure the efficient and effective operation of the Academic Success department.

MINIMUM REQUIREMENTS

- Master's degree.
- Two years of experience in student services or related experience.

PREFERRED QUALIFICATIONS

- Experience or knowledge of liberal arts undergraduate education.
- Experience with first generation student success advising or underrepresented student populations highly valued.

ADDITIONAL INFORMATION:

- Some night and evening hours may be required for special events or in support of the Academic Success department initiatives.
- The position may involve some limited travel to off-site locations in the DFW area.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, vision, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition waiver, tuition exchange for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer and encourages applications from individuals who will enhance our community and advance our Mission.