

Director of Student Support Services

Division	Instruction & Student Services	Department	Student Support Services		
Classification	Program Administrator	Revised	July 11, 2005		
Supervisor	VP for Instruction & Student Services	Position #		Job Class	

Statement of Primary Purpose

Administration and leadership of the TRIO program, Student Support Services, to ensure defined program objectives are met. Primary duties include program management, accountability and evaluation of SSS program; direct service (counseling and advisement) for student participants; and overall leadership of SSS staff.

Essential Functions

- Personnel Management within the SSS office.
- Maintain Department of Education compliance requirements and submit related performance reports.
- Budget and project over site including grant writing, maintenance, and related reporting.
- Coordination of ADA accommodations
- Direct counseling and transfer advisement (caseload)
- Coordination of Student Support Services with college counseling and advisement services.
- Coordinate Cultural Enrichment Programming
- Coordinate transfer initiatives to include campus visitations and university relationships.
- Monitor and re-evaluate student success. Conduct annual review of services and accommodations to maintain maximum student progress.

Additional Responsibilities

- Provide follow-up through annual contact with past participants as to continued success.
- Serve on committees as assigned by the College President
- Teach ACA 115 classes
- Create Educational Support Plans for students with documented disabilities.
- Coordinate scholarship workshops
- Coordinate Career Opportunities to include Interviews In The Round.
- Award Supplemental Grant Aid to qualified program participants.
- Secure appropriate Perkins Funds to maintain student success and access initiatives

Qualifications

Director of Student Support Services

- **Education:** Masters degree required (preferably in educational administration, counseling, psychology, or special education)
- **Experience:** Should have experience in fields related to objectives of the program
 - < Training in the design, implementation, and management of TRIO or similar programs
 - < Personnel Management (Team Leading)
 - < Training and expertise in the techniques of counseling
 - < Project management
 - < Grant writing experience and training
 - < Training and experience in teaching and/or training adults and/or higher education
 - < Disabilities services and knowledge of disabilities and related law
 - < Administration of student services and counseling
 - < Budget administration

Licensing Requirement

None

Physical Demands

Mostly indoor environment, with some physical demands as part of the cultural enrichment and volunteer enrichment programming. Good physical health is required.

Working Conditions

Travel is necessary. Nights and weekend hours are required on a regular basis. Must be flexible around the 8-5 office hour.

This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.