

JOB DESCRIPTION



Position Title: Director of Student Support Services / TRiO

Department: Student Support Services

Employment Category: Exempt Staff

Primary Location: Douglas Campus
Grant Funded

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-Time; 12 Months/Year

Pay Grade: EX11

Position Summary: The Director of TRiO/Student Support Services is responsible for overseeing the TRiO/Student Support Services grant, including planning and coordinating program activities, supervising personnel, and reporting related to the proper application of grant provisions, staff supervision, grant reporting, and fiscal management.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Oversees adherence to procedures established for the efficient and effective delivery of services in compliance with the grant; incorporates strategies to ensure project objectives are met to include maximum participation in grant funded activities by eligible community members; communicates processes for identifying and selecting students eligible to participate in the program

Coordinates with faculty, counselors, and staff in the development and implementation of project activities; develops methods for communicating grant objectives to community members, project staff and the college as a whole

Stays abreast of U.S. Department of Education policies and grant terms/conditions to ensure the program operates in compliance with local, state, and federal regulations; oversees the preparation and monitoring of fiscal and technical reports; reviews and approves all expenditures related to the program

Develops methods to evaluate and monitor effectiveness of the program through post-tests and the collection, compilation and verification of project data; prepares progress reports related to program activities for the Department of Education and the college

Manages staff to include selection, assignments, training, and evaluating performance; assists in the development of course curriculum, coordinates and assists academic counselors in establishing and maintaining a tutoring/mentoring program for participants; provides direction for academic counselors and other staff in fulfilling project objectives.

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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Education and Experience Requirements:

Master's degree in related discipline from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Three years' related experience, preferably directing or working with federal TRiO grants in a community college environment

Preference may be given to individuals who possess the ability to communicate in Spanish and English, verbally and in writing

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Knowledge of Federal and Department of Education regulations related to TRiO grants

Knowledge of project management principles and techniques

Knowledge of academic, social, and cultural needs of high risk, minority and disadvantaged students

Knowledge of assessment techniques for the evaluation of program objectives

Knowledge of data collection and analysis techniques

Skill in effective supervisory principles and practices

Skill in budget and fiscal management principles and techniques

Skill in preparing technical reports, collecting and analyzing data

Skill in monitoring fiscal compliance and preparing detailed program budget reports

Skill in preparing effective oral presentations

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed under general supervision in an office setting. Travel, early morning, evening, and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Douglas Campus Dean

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.