

## **DIRECTOR OF STUDENT SUPPORT SERVICES**

### **GENERAL STATEMENT:**

Performs work in planning, managing, and directing services for low-income, physically disabled, and disadvantaged students.

### **REPORTS TO:**

Vice President of Student Services

### **OCCUPATIONAL GROUP:**

Professional/Non-faculty

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Master's degree in one of the following areas: Counseling and Guidance, Educational Administration, Teaching, or related field.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Three (3) years of administrative experience in one of the following areas: Federal educational projects, counseling and guidance programs designed to work with disadvantaged, low-income, individuals with disabilities and/or minority students; Experience with budget and program development at the college level; Successful experience in performing duties associated with academic administration.

#### **OTHER:**

Knowledge of evaluation and documentation procedures used by Federal projects.

### **DUTIES AND RESPONSIBILITIES:**

- Provide personal, career, financial and academic counseling and guidance to project participants.
- Administer and develop a comprehensive needs analysis program for each enrolled project participant based upon financial and academic data.
- Manage and provide direction for all policies and activities.
- Coordinate program development and program offerings with project staff.
- Provide and coordinate in-service training.
- Responsible for managing and budgeting of project funds.
- Serve on institutional committees.
- Attend Department of Education sponsored professional staff development meetings, attend professional counseling meetings.
- Conduct follow-up statistics on former project participants.
- Recommend hiring of staff personnel.
- Supervise the counselors, tutor coordinator, and student clerical employees.
- Other duties as assigned by appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved:*      02/08/95

*Revised:*

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