

Sul Ross State University
Position Description

Official Title: Director of Student Support Services (100%)
Salary Group: Unclassified: (2)

Job Code: 1614

Summary

Function: Responsibility for the overall administration and management of the Student Support Services Grant Program.

Duties

Essential:

Recruit, select, and supervise staff; manage budget; coordinate and manage program website; responsible for personal safety and the safety of others in the program; and exercise due caution and practice safe work habits at all times. Develop methods to encourage applications from members of groups that have been traditionally under-represented, and oversee recruitment of students into the project; assure equal access to project services for all students; identify eligible participants and oversee the student selection process; establish and maintain liaison with the Offices of Financial Aid, Admissions, Counseling, Computer Services, Registrar and Research, Planning and Development; develop and conduct orientations (in-services) for staff, students and faculty; disseminate information about availability of services to the University and Service area; represent the project at all appropriate meetings, both on and off campus; establish policies and procedures for participant needs assessment; establish, evaluate, and revise information and reporting systems; actively assist in advising students; coordinate and assist in providing workshops and training sessions for student participants; authorize expenditures of Federal funds and monitor project budget; develop and coordinate student follow-up systems; develop and coordinate student and project evaluation systems; develop methods to document participant success and attainment of project objectives; prepare and submit Annual Performance Report to the US Department of Education TRIO office.

Non-Essential:

Supervision

Received: Reports to Associate Vice President of Enrollment Management

Given: Supervises support staff, including Academic Specialists, Counselors/Advisors, Secretary, and student employees

Education

Required: Master's Degree in developmental studies, counseling, special education, educational administration, or a related field.

Preferred:

Experience

Required: Minimum of two years administrative experience in an educational setting, preferably at a comparable institution of higher education.

Preferred: Previous job experience in a position working with low-income, first-generation, and/or academically disadvantaged, or disabled populations; experience in designing, managing or implementing SSS or similar projects; prior experience with management of staff, budgets, and Federal projects; background similar to that of the participants; ability to communicate effectively with students, staff, and community; strong organizational skills; freedom from racial/ethnic biases; and strong supervisory skills.

Equipment/Skills

Required: Knowledge of collegiate academic and financial assistance procedures; ability to communicate effectively with people from diverse backgrounds; strong management skills, including conflict resolution

Preferred:

Working Conditions

Usual: Normal office conditions; exempt from overtime provisions, position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: August , 2008