

## College of the Siskiyous Job Description

### Director II, Student Success Programs

The Director of Student Support Programs leads and supervises the college's student support programs and associated activities. The director develops and implements programs and healthy learning environments with daily interaction and support of program managers/coordinators and staff. Reports to the Vice President of Student Learning (VPSL).

#### **Major Duties and Responsibilities:**

- Responsible for day to day oversight of college's students support programs (grant and categorically funded).
- Provides personal, academic, and career counseling to students in grant and categorically funded programs.
- Provides leadership and support for counselors and advisors who provide academic, transfer, career, and vocational counseling services to students in grant and categorically funded programs.
- Provides direct supervision, oversight, training and direction to Student Success staff to achieve the highest academic, personal, and professional support and development of COS students.
- Integrates student success programs with existing college efforts to promote academic transfer, career goals, and personal and professional success of each student.
- Evaluates program managers/coordinators and the success of each program; implements steps to improvement; assigns clear roles and short-term objectives so staff can assure meeting both program goals and those in the Educational Master Plan (EMP).
- Adheres to all district policies and procedures; promotes a safe and equitable learning and working environment; exemplifies these rules to staff through training and daily work.
- Ensures compliance with specific grant terms; interprets and applies related laws, regulations, policies and procedures.
- Attends statewide and regional meetings/trainings as required by each grant/categorically funded program.
- Collaborates with all staff to improve delivery of services to students and facilitates provision of case management approach to serving students.
- Mediates concerns from administration, staff, and funding agencies to ensure both compliance and the priority of student success in program delivery.
- Assures timely completion of all program applications, reports and renewals; oversees and approves content and submission of reports and renewals; establishes system of checks and follow up with each program manager/coordinator/director.
- Administers Student Success budgets through close supervision of each program's finances and expenditures.

- Assures student orientations for each program that integrate with all-college offerings and also meet terms of state or federal requirements.
- Serves as the primary development officer of the Student Success area; writes or supervises writing of grants and similar funding proposals to state and federal agencies as well as philanthropic organizations; collaborates with advancement and immediate staff to integrate new programs with current ones.
- Communicates with program officers and similar officials as program spokesperson.
- Performs related duties and supervised other assigned programs and offices as assigned.

### **Minimum Qualifications**

- Master's Degree in Counseling or a related field from an accredited institution of higher education.
- Three or more years of community college leadership, advising, teaching, or grant management experience.
- Demonstrated ability in grant program management, staff supervision, and collegial consultation.
- Demonstrated ability to interpret and apply rules, regulations, policies and procedures and then set clear expectations and direction for faculty and staff.
- Knowledge of postsecondary education principles and practices; current learning methodologies in the community college context; standards of academic advising and transfer requirements; and budgeting processes.
- Advanced communication skills, including both writing and in public speaking.
- Demonstrated knowledge, skills, and abilities to work with a multi-cultural and diverse student and employee population, as well as community groups.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students.