



## POSITION ANNOUNCEMENT

### Director of TRIO - SSS

Applications are being accepted for a Director of TRIO Student Support Services (SSS). This position will provide leadership to the TRIO SSS program to promote learner success and completion. This individual will lead TRIO SSS activities and will also oversee and coordinate project activities for its duration. This person will serve as a positive college ambassador to learners, staff and the community.

This position is contingent on the TRIO SSS grant's funding.

#### DESIRED MINIMUM QUALIFICATIONS

##### *Education and Experience:*

- A Master's degree in education, higher education, counseling or a related field, from a regionally accredited college or university is required.
- Minimum of 4 years of experience working with disadvantaged clientele in an educational setting.
- Experience supervising professional staff and providing leadership, as well as managing budgets within an organization is required.

##### *Necessary Knowledge, Skills, and Abilities:*

- Demonstrate the ability to positively impact retention, graduation and transfer rates of disadvantaged students.
- Knowledge of college systems and processes including financial aid, registrar, advising, transfer, business office, use of Banner Software and other critical functions.
- Experience interpreting non-cognitive measures in programming for at-risk students.
- Possesses communicative capabilities to convey effectively with individuals from diverse backgrounds and cultures.
- Knowledge of how to reach the needs of at-risk students
- Knowledge of barriers to college success faced by first generation, low-income and students with disabilities.

Interested candidates should submit an application, cover letter and updated resume, in Word or PDF format, to [careers@northweststate.edu](mailto:careers@northweststate.edu) using subject line "Director of TRIO SSS"

*For a complete listing of current Employment Opportunities, visit [www.northweststate.edu](http://www.northweststate.edu) and click on "About NSCC" and then "Work for NSCC".*

Office of Human Resources  
Northwest State Community College  
22600 State Route 34  
Archbold, OH 43502  
EOE M/F/D/V

Northwest State Community College is an Equal Opportunity Employer and educator that does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services. In accordance with the Americans with Disabilities Act, it is the policy of Northwest State Community College to provide reasonable accommodations to persons with disabilities. When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the Human Resources office at the time he/she is contacted so that proper arrangements can be made for the interview.



**POSITION TITLE:** Director of TRIO – SSS

**DEPARTMENT:** Student Services

**SUPERVISOR:** Vice President – Enrollment Management & Student Affairs

**GRADE LEVEL:** III; Exempt

### **GENERAL PURPOSE**

This position will provide leadership to the TRIO Student Support Services (SSS) program to promote learner success and completion. This individual will lead TRIO SSS activities and will also oversee and coordinate project activities for its duration. This person will serve as a positive college ambassador to learners, staff and the community.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Plans, organizes and implements all project activities.
2. Monitor program implementation with the faculty, staff, and committees.
3. Monitor completion of project objectives, as detailed in the implementation plan.
4. Lead the project staff in selecting at-risk students and exercise leadership and management over the case management structure.
5. Establish and implement assessment and evaluation plan for essential activities and obtain and maintain baseline project data and Key Performance Indicators (KPIs) for continuous improvement purposes.
6. Work with NSCC faculty, staff, and administration in developing and implementing the TRIO SSS Office and initiate professional development centered around TRIO SSS learners' needs.
7. Coordinate project activities with other Learner Services departments at the college (Admissions, Financial Aid, Registrar, Counseling, etc.).
8. Manage program budget and financial activities of the project; to ensure all established project fiscal policies and procedures are followed and create the all project performance reports.
9. Assist in recruiting, screening, selecting and evaluating program staff.
10. Supervise TRIO Office staff and arrange for professional development based on the project needs.
11. Work collaboratively with Pathways Coordinator & Deans on faculty development efforts.
12. Participate in local and state organizations for professional growth and development.
13. Other similar duties as assigned.

### **QUALIFICATIONS**

*Education and Experience:*

- A Master's degree in education, higher education, counseling or a related field, from a regionally accredited college or university is required.



- Minimum of 4 years' of experience working with disadvantaged clientele in an educational setting.
- Experience supervising professional staff and providing leadership, as well as managing budgets within an organization is required.

*Necessary Knowledge, Skills, and Abilities:*

- Demonstrate the ability to positively impact retention, graduation and transfer rates of disadvantaged students.
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**SUPERVISION EXERCISED**

Supervisory duties for assigned Student Success Coach and Academic Coach.

**RESPONSIBILITY FOR PUBLIC CONTACT**

The position frequently meets or is in contact with current, former and prospective students and the general public, guidance counselors, and government agencies.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above job description and understand my role and responsibilities.

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Supervisor Signature

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Date



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Employee Signature

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Date