

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Director of Student Support Services**

Data Year: 2015

Prepared On: 12/21/2017

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Department:	Student Support Services	Grade:	13
Reports To:	Vice President of Student Services	Classification:	Exempt
Supervises Direct:	3	Supervises Indirect:	0
Approved By:	VP of Student Services	Effective Date:	01/01/2010
		Revised Date:	12/21/2017

**Role:**

This position is responsible for all facets of designing, implementing, administering, supervising, and evaluating the SSS program. TRiO/SSS provides education opportunities to college students who are low-income, and/or first-generation, and who have physical, learning, or other disabilities. The director provides the leadership necessary to make available a comprehensive SSS project for students, accomplished in partnership with academic departments, administrators of the college, community agencies, and other colleges. Position is based on a minimum of 248 days in a grant year.

**Essential Functions & Responsibilities:**

- |   |     |  |
|---|-----|--|
| E | 25% | Recruit and successfully serve participants, per grant guidelines  |
| E | 20% | Coordinate activities to facilitate maximum effectiveness and utilization of project resources   |
| E | 15% | Select personnel and direct, coordinate, and/or oversee personnel training   |
| E | 10% | Facilitate the development and implementation of an effective and objective system of evaluation of all project components and their impact on the college |
| E | 5%  | Ensure implementation of the various phases of project evaluation  |
| E | 5%  | Establish, maintain, and communicate an informed understanding of the purpose and objectives of the program to project staff and other personnel.          |
| E | 5%  | Authorize any and all expenditures in the project and maintain control over the budget and responsibility for the appropriate utilization of funds         |
| E | 5%  | Coordinate and assist the Campus Advising Team in setting up and maintaining both the TRiO/SSS and campus tutor/mentor programs                            |
| E | 5%  | Oversee the preparation and monitoring of fiscal and technical reports relating to the project both the college and the U.S. Department of Education       |
| N | 5%  | Other duties pertaining to the SSS Project as assigned   |

**Performance Measurements:**

1. To establish, maintain, and communicate an informed understanding of the purpose and objectives of the program to project staff and other personnel
2. To recruit and successfully serve participants, per grant guidelines
3. To coordinate activities to facilitate maximum effectiveness and utilization of project resources.

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4. To stay informed regarding the program and U.S. Department of Education policies and grant terms/conditions to assure that the program operates in total compliance
5. To select personnel and direct, coordinate, and/or oversee personnel training
6. To supervise project staff and provide direction in fulfilling project purposes
7. To ensure implementation of the various phases of project evaluation
8. To provide direct services to participants
9. To coordinate and assist the Campus Advising Team in setting up and maintaining both the TRiO/SSS and campus tutor/mentoring programs
10. To coordinate services to participants according to the Plan of Operation
11. To facilitate the development and implementation of an effective and objective system of evaluation of all project components and their impact on the college
12. To oversee the preparation and monitoring of fiscal and technical reports relating to the project both the college and the U.S. Department of Education
13. To authorize any and all expenditures in the project and maintain control over the budget and responsibility for the appropriate utilization of funds
14. To work with college staff to institutionalize new practices and improvements according to the pre-established schedule
15. To coordinate and facilitate summer transition program
16. To participate in college functions and community activities to promote visibility of the SSS project.
17. Employee is expected to work a minimum of 40 hours per week.

**Knowledge and Skills:**

Experience	Minimum of 2 years experience in designing, managing and or implementing SSS or similar projects. Assessment experience and demonstrated knowledge of factors leading to student success. Knowledge of academic, social and cultural needs of disadvantaged students. Minimum of 2 years experience with personnel supervision and budget management.
Education	Master's degree required, preferably in educational leadership or administration, social work, guidance and counseling, developmental education or related field.
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.

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Other Skills	Working knowledge and experience in using Microsoft Office applications and the ability to learn additional software packages the college may acquire. Experience with Blumen tracking software a plus. Ability to learn and utilize Banner.
Physical Requirements	<p>Physical requirements are based on an 8 hour work day and may vary slightly.</p> <p>Sitting for a period of 1-2 hours at one time with a total of 6 hours Standing for a period of 1/4 hour at one time with a total of 1 hour Walking for a period of 1/4 hour at one time with a total of 1 hour Lifting: up to 20 lbs. occasionally Carrying: up to 20 lbs. occasionally Repetitive Action: use of right and left hand for simple grasping, fine manipulating and frequent keyboarding Bending, squatting, climbing and reaching above shoulder level occasionally Driving occasionally for college activities</p>
Work Environment	Employee normally will be exposed to typical office conditions. Some overnight travel may be expected.

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature