

California State University, Fresno Foundation

JOB ANNOUNCEMENT – FDN #11-513

Student Support Services Director

POSITION

Full-time, benefited position available for the Student Support Services program with the California State University, Fresno Foundation. Under the general supervision of the Assistant Vice President for Student Success Services, the Student Support Services program director is responsible for providing leadership and management for all program functions and services which are designed to increase the college retention and graduation rates of Student Support Services (SSS) participants. Program services include learning support, tutoring, career development, and academic and financial advising. The program's primary goal is to alleviate educational barriers for low-income, first-generation and disabled students at California State University, Fresno, in order to improve their academic performance, retention and graduation rates.

DUTIES AND RESPONSIBILITIES

Primary responsibilities include, but are not limited to, the following:

- Direct program planning, development and implementation of major components and objectives as delineated in the SSS grant.
- Oversee the day-to-day operation of the program, including supervision of professional and support staff, and development and implementation of staff training and orientation.
- Manage the planning and administration of the program budget.
- Ensure program compliance with all campus, Foundation and federal policies and regulations, which include monitoring participants' academic progress and required data collection, and providing evaluations appropriate to the program's goals and objectives.
- Develop and implement activities and programs to support the retention and graduation of SSS participants.
- Coordinate the recruitment and selection of program participants.
- Develop and maintain a collaborative working relationship with the university community.
- Plan, implement and maintain data collection and analysis systems to monitor and track retention and graduation of SSS participants.

Supervisory Responsibilities:

- Provide the overall direction, coordination, and evaluation of SSS.
- Directly supervise four employees.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Familiarity with TRIO programs, federal regulations and legislation
- Excellent management and supervision skills which support sound personnel practices and procedures
- Sound knowledge of student development theory and sensitivity to issues and needs of students from low-income, diverse ethnic and cultural backgrounds
- Excellent administrative skills including the demonstrated ability to plan, implement and evaluate educational programs
- Proven fiscal management skills
- Excellent oral and written communication skills
- Knowledge of and sensitivity to issues and needs of students from low-income and diverse ethnic and cultural backgrounds

Ability to:

- effectively problem solve and resolve conflict
 - make practical, logical, objective decisions and put effective changes into practice
 - to make sound decisions in a timely manner and pay attention to details and to be organized
 - articulate program objectives and advocate for program participants
 - establish and maintain positive and productive working relations with others
 - accommodate flexible working hours including some evenings and weekends
 - write effective grant proposals and reports
 - travel periodically
- Possess a valid California driver's license with an acceptable driving record

EDUCATION and EXPERIENCE:

- A minimum of a master's degree from an accredited institution
- A minimum of two years of progressively responsible management experience in educational equity or Trio programs which focused on access and retention support services for historically underrepresented, low-income and educationally disadvantage students. Experience must include program development, evaluation, fiscal management and supervision.

SALARY: \$54,000 to \$62,000

FILING DEADLINE: July 15, 2011

TO APPLY: Obtain and submit employment application at: **www.auxiliary.com**.

California State University, Fresno Auxiliaries—Human Resources
2771 E. Shaw Ave.
Fresno, CA 93710

FAX: (559) 278-0988

EMAIL: HRAUX@listserv.csufresno.edu

******Resumes will not be accepted without application***

Employment for this position is by the California State University, Fresno Association, Inc.
This is not a State of California position.