



HLC Accreditation Evidence

Title: Student Support Services Project Director Job Description

Office of Origin: HR

Barton County Community College
Job Description

*Position Title: Student Support Services Project Director	Prepared On: 1/7/09
--	---------------------

Department: Student Services	*Grade: 13
Reports to: Dean of Student Services	*Classification: Exempt
Supervises: 5 Direct Indirect	Effective Date: 1/7/09
Approved by: AMH	Revised Date: 10/16/14

Role: Serves as the administrator/facilitator of Student Support Services (SSS) project. Such participation shall be directed toward the accomplishment of program goals and objectives as established in the currently funded federal proposal, meeting specific Federal and local institutional criteria. Note: Employment contingent upon grant funding. Note: This position is either completely or partially grant funded. Employment contingent upon continued grant funding.

Major Duties and Responsibilities:

% of Time	Major Duties and Responsibilities (greatest in importance)	(E) Essential or (N) Nonessential
20	Responsibilities to Dept. of Education 1. Direct, implement and supervise SSS funded program components including budget. 2. Develop and administer Student Support Services program in accordance with Federal TRIO legislation and identified local need. 3. Develop and administer program budget in accordance with Federal TRIO legislation and U.S. Office of Management and Budget regulations. 4. Develop and submit required reports to the U.S. Dept. of Education and the college. 5. Establish and maintain an ongoing collaboration with U.S. Dept. of Education assigned Program Specialist regarding project administration including objectives, budget and outcomes.	(E) Essential
5	Hire, train, supervise and evaluate Student Services staff and facilitate personal and professional development of program staff	(E) Essential
30	Responsibilities to the Participants: 1. Select and retain eligible program participants. 2. Provide personal, vocational and academic services to project participants. 3. Direct and implement processes for arranging academic accommodations for participants with disabilities. 4. Deliver workshops for student academic development and personal growth.	(E) Essential

	5. Monitor weekly contact with participants and maintain student progress throughout the program including participation in academic and cultural activities. 6. Assist with student recruitment and selection, including application review, ranking and interviews.	
5	Collect and maintain exacting documentation annually on participant eligibility (including income, first generation, disability and academic need) services provided and participant outcomes.	(E) Essential
15	Responsibilities for Summer Program: 1. Research, plan and direct the summer Jumpstart program including academic and cultural activities. 2. Facilitate program activities during the summer program (including some nights and weekends.) 3. Direct, implement and supervise all aspects of the Jumpstart student summer program.	(E) Essential
5	Establish networks with college departments and community agencies related to services needed by project participants.	(E) Essential
5	Develop and direct continuous program evaluation systems.	(E) Essential
10	Consulting tasks: 1. Consult with Dean of Student Services relevant to program administration and relationship to institution. 2. Consult with Barton TRIO Directors regarding TRIO Legislation and regulations. 3. Consult with U.S. Department of Education assigned Program Specialist relevant to program objectives and compliance. 4. Consult with representatives of PSEI's to meet the needs of participants. 5. Consult with administrators, faculty and staff relevant to meet the needs of participants. 6. Consult with area employers, service agencies and other outside agencies to share information relative to the project and participants.	(E) Essential
		Select From List
		Select From List
		Select From List
		Select From List
		Select From List
5	Performs other duties as needed or assigned.	N

100% (Percent of time must total 100 %.)

Expectations:

1	Develop and direct academic programs for 200 eligible Barton Community College participants in accordance with the approved grant proposal and federal legislation and regulations.
2	Demonstrated commitment to the highest ethical standards of professional practice, as well as personal and professional integrity.

3	Allowable grant expenditures will remain under budget annually.
4	Maintain accurate records of participant services and contracts.

Knowledge and Skills:

*Experience:	Administrative experience with projects of similar nature and scope, supervisory responsibilities; experience with at-risk students and/or adults and educational work experience with TRIO experience preferred.
*Education:	A Bachelor's degree.
*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 becomes necessary.
Other Skills:	Bachelor's required, Master's preferred. Will consider Master's candidate within one year of degree completion.

Physical Safety/Working Environment:

*Physical Safety:	Job may require lifting light weight objects (1 to 10 pounds) with no repetitive bending or stooping. Occasionally lift average weight objects (1 to 10 pounds.)
*Working Environment:	<input checked="" type="checkbox"/> Regular exposure to favorable conditions such as those found in a normal office or classroom. <input type="checkbox"/> Occasional exposure to objectionable conditions or variations such as those found in variable weather conditions or light industrial settings. Regular exposure to unfavorable environments such as: <ul style="list-style-type: none"> <input type="checkbox"/> weather <input type="checkbox"/> body fluids <input type="checkbox"/> toxic laboratory <input type="checkbox"/> industrial chemicals <input type="checkbox"/> confined locations <input type="checkbox"/> dirty and noisy locations Employees may be required to use personal protective equipment such as

	masks, coats, gowns, boots, goggles, gloves, or shields.
--	--

*Information copied from the results of the Compease Salary Administration software.

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