

Position Description

Position Title: Director/Instructor, Student Support Services

Classification: non-classified

Function of Work: Responsible for administration of Student Support Services program at Northwestern. Assures compliance with all federal regulations and assures the program is well meshed with other Northwestern resources. Develops and implements programs designed to help at risk students succeed in college.

Supervision Received: Report to Dean of Students

Supervision Exercised: Supervise employees of Student Support Services, including student workers

Qualifications: Master's Degree in Administration, Counseling, Student Personnel Services, Social Work, Psychology, or other field with appropriate experience is required. Experience managing educational programs for at-risk students. Successful grant writing experience. Minimum (3) years supervisory experience, including personnel management.

Responsibilities

- Oversees the overall management of the TRIO (SSS) program.
- Author grant proposals for continued funding of program
- Recruit, hire, train, and supervise staff to meet federal program guidelines
- Direct recruitment and selection of students based on eligibility & academic need
- Develop and implement all services and educational programs to students
- Assist in the monitoring of participants' progress
- Supervise maintenance of accurate data to generate monthly/quarterly/annual reports
- Plan, travel with and supervise cultural and academic activities/field trips
- Prepare and submit Annual Performance Reports
- Prepare yearly budget and monitor monthly expenditures
- Serve as liaison to university departments, and conduct SSS informational presentations
- Perform teaching (instructor rank), counseling, and advising duties as assigned
- Assure grant funds are expended in accordance with university, state, and federal guidelines
- Develop and implement strategies to promote institutionalization of SSS Program
- Provide referrals to other services, as necessary so as not to duplicate SSS services