

# Southwest Texas Junior College

## Internal Employment Opportunity

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**Title:** Project Director – TRIO Student Support Services (SSS)

**Job #** 181913710101

**Campus:** Uvalde

**Closing Date:** 01/18/2019 (Internal Only)

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**Description of Job Duties:** Responsible for design, implementation, administration, strategic planning, and evaluation of the Student Support Services (SSS) project. Ensures that all SSS objectives and activities are implemented by project staff. Supervises specific activities in accordance with project objectives. Responsible for evaluation and assessment of academic, social, career and personal needs of students. Develops and coordinates program activities to include transfer counseling, course selection and registration, financial aid/literacy workshops, mentoring, tutoring, campus tours, etc. Assists with out-of-town travel duties (must be able to drive a club van). Maintains documentation and records of communications with students via Estudios. A demonstrated ability to work with diverse populations of college students including low-income/first-generation and underrepresented students required. Collaborates with Director of Student Engagement and Success to recruit, hire, train, supervise, and evaluate all SSS project staff. Serves as the primary liaison to the community and the U.S. Department of Education. The Project Director reports to the Director of Student Engagement and Success. Contributes to the overall success of students, the TRIO-Student Support Services program, the Department of Student Engagement and Success, and the College. Performs other duties as assigned.

*The following responsibilities are intended only as illustrations of the various types of work to be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Performs other duties as assigned.*

1. Develops applications and student intake forms used in evaluation and assessment of students' career, academic, and personal needs.
2. Recruits students for the program.
3. Provides academic and educational services (personal, career, financial, and academic guidance and counseling) to participants by reviewing degree plans and registering participants according to declared majors; performs transfer counseling and provides transfer plans to four year institutions.
4. Provides assessment of students' needs and coordinates development plans.
5. Assists with the development of campus tours, seminars, workshops, and group counseling activities for the project.
6. Maintains documentation and records of communications with students via Estudios and Datatel.
7. Travels to other sites to conduct recruiting and advising services for the project.
8. Performs other tasks as delegated by director of Student Engagement and Success.

## QUALIFICATION REQUIREMENTS

**Salary:** Commensurate with education and experience; Professional Personnel Group III. 12 month grant funded position.

**Other Benefits:** Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

**Education:** Master's Degree required (preferably in education with emphasis in guidance or counseling or related area).

**Experience & Training:** Two to three years of teaching and/or administration in a postsecondary educational or service oriented environment. Experience in provision of services to individuals with disabilities. Experience working with economically, educationally, and socially underrepresented populations.

**Additional Qualification Requirements:** Bilingual (English/Spanish) preferred. Must possess the required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background and reference check specified for the position. Travel required to other geographic locations served by the college. Must have a valid Driver's License and be insurable through SWTJC insurers.