

FORT SCOTT COMMUNITY COLLEGE
Position Description GR10

NAME: Grant
JOB TITLE: Director of TRiO Student Support Services

DIVISION/DEPARTMENT: Student Services

RESPONSIBLE TO: Dean of Student Services

MONTHS PER YEAR: 12

HOURS PER WEEK: Exempt

UPDATE: 10-15

CREDENTIALS/QUALIFICATIONS:

Bachelor's degree required, master's degree preferred.

Education and/or experience in one or more of the following: higher education, education, counselling, college student services.

JOB PURPOSE :

The Director of TRiO Student Support Services is responsible for the implementation, management and evaluation of the college's TRiO Student Support Services (SSS) Program including: act as the main liaison between FSCC and the US Department of Education regarding TRiO; budgetary oversight; hire, supervise, and evaluate TRiO advisors according to FSCC personnel policies. The Director will assist in the writing of multi-year federal grants to secure funding for new and continuing projects; maintain monitoring of grant activities such that all reporting requirements are met for quarterly, annual, and end of the grant cycle. This position is grant funded on a five-year cycle and dependent on the renewal of the grant for continuation, the grant is currently beginning year number one. The SSS program serves academically disadvantaged students who are either first-generation, low-income, and/or students with special needs. The program provides academic counseling, personal counseling, financial literacy, peer mentoring and other high impact retention/success practices to program participants. This full-time position will report directly to the Dean of Student Services.

MAJOR DUTIES AND RESPONSIBILITIES:

- Ensures that the TRiO SSS grant is in compliance with the U.S. Department of Education funding mandates in providing appropriate services for eligible grant participants responsible for identifying and serving grant participants in need of the following: academic advising, financial literacy, FAFSA information and application assistance, tutorial, transfer assistance and scholarship guidance.
- Provides staff supervision as the team actively seeks and provides initiatives that meet the local grant application goals as approved and required by the U.S. Department of Education.
- Responsible for the collaboration with other student success endeavors, including FSCC's tutoring program, and the early alert system.
- Plan, organize and coordinate implementation of the activities, services and operations of the Trio Student Success grant project, including oversight of resources, Trio personnel, and outside evaluators.
- Maintain cooperative relationships with faculty and college staff, and maintain relationships with business, labor, industry, governmental agencies, and community organizations.
- Manage the program budget and reporting for the Trio Grant in collaboration with Fort Scott Community College's Student Services.
- Chair the Trio Student Success Committee, coordinate meetings, set agendas, and maintain meeting records.

- Establish and maintain accurate, timely and complete record keeping processes, ensuring that all grant reporting requirements and restrictions are observed. In conjunction with the business office, coordinate and compile data and prepare grant reports.
- Administer data regarding participants and program outcomes; conduct research regarding program effectiveness and student tracking; and create and/or archive project documentation.
- Prepare and submit monthly reports on program activities and accomplishments to the Dean of Student Services.
- Attend meetings required by funding sources, which may require out-of-state travel.
- Attend conferences relevant to the program and keep current with trends and developments in the fields of learning outcomes, assessment, and basic skills education.
- Work with an outside evaluator to implement the evaluation plan, data collection instruments, and participate in evaluation activities.
- Collaborate with public information staff to develop public relations materials and media information for distribution.
- Performs other related duties as assigned.

Employee: _____
Signature

Date: _____

All job descriptions are subject to revision based on changing needs of the college.