

## **FORT SCOTT COMMUNITY COLLEGE**

**NAME:**        **JOB TITLE:** Director of Student Success Center and Concurrent Advising

**DIVISION/DEPARTMENT:**    Student Services

**RESPONSIBLE TO:** Associate Dean of Enrollment Management & Student Success

**MONTHS PER YEAR:** 12    **HOURS PER WEEK:** Exempt        **UPDATE:** 07/2025

### **CREDENTIALS/QUALIFICATIONS:**

- Bachelor's degree required; Master's degree preferred in Education, Counseling, Student Affairs, or a related field.
- Experience in academic advising, student support services, or a related area in higher education.
- Strong understanding of dual/concurrent enrollment policies and online learning environments.
- Excellent communication, organizational, and interpersonal skills.
- Ability to work independently and collaboratively with students, faculty, and external partners.

**POSITION SUMMARY:** The Director of Success Services & Concurrent Advising provides leadership and coordination of comprehensive student support initiatives, while serving as the primary academic advisor for concurrent and online students. This position oversees daily operations of the Student Success Center, including academic support services such as tutoring, testing, accessibility services, and retention initiatives. The Director ensures that students—especially those in high school dual enrollment or online programs—receive proactive, holistic guidance from enrollment through degree completion.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Concurrent & Online Advising**

- Serve as the primary academic advisor for high school students enrolled in concurrent courses and for students enrolled fully online.
- Guide students through course selection, degree planning, enrollment, and transitions to full-time college status.
- Collaborate with high school counselors, instructors, and college faculty to ensure appropriate course placement and academic alignment.
- Develop and maintain communication plans for concurrent and online students, providing consistent outreach, reminders, and progress check-ins.

#### **Student Success Center Leadership**

- Oversee daily operations of the Student Success Center, including tutoring, placement testing, and academic support services.
- Supervise part-time or student staff associated with tutoring, testing, and academic support.
- Coordinate and promote workshops, events, and initiatives related to student learning, retention, and workforce preparation.
- Partner with faculty and other departments to identify at-risk students and implement targeted intervention strategies.
- Maintain records, prepare reports, and analyze data to assess the effectiveness of student success services and advising.

**Employee:** \_\_\_\_\_  
**Signature**

**Date:** \_\_\_\_\_

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