



Job Announcement

Director for Student Support Services (TRiO)

Full-Time/Grant-Funded
Administrative/Exempt Position

Salary: \$45,000 - \$55,000 DOQ

Recruitment Availability: **Open Date:** August 24, 2010 **Closing Date:** September 22, 2010

Benefits: Excellent fringe benefits including health, vision, and dental insurance for eligible family members (requires employee contribution), optional life insurance, long term insurance, and retirement benefits for employee.

Student Support Services (“SSS”) is a federally funded TRiO program that serves first-generation, low-income and disabled students. All services provided to SSS participants are incorporated into seven identified program objectives that meet student retention and graduation/transfer goals. The Director for SSS is responsible for overseeing the development and implementation of the program, including personnel management, fiscal oversight, project evaluation, intercampus collaboration and some academic advising responsibilities. This position reports to the Vice President for Diversity and Outreach.

PRIMARY RESPONSIBILITIES

- Provide leadership, direction, coordination, management and budget development for the SSS program;
- Provide fiscal development and ongoing oversight of SSS budgets;
- Coordinate, supervise, evaluate and direct activities for the SSS program;
- Provide leadership for strategic departmental planning and development of guidelines, policies and procedures;
- Evaluate SSS project outcomes;
- Direct the selection, training and evaluation of SSS projects;
- Supervise and provide personal, vocational and academic counseling services to SSS program participants;
- Develop, administer and ensure policies and procedures in accordance with the College, Department of Education and TRiO programs;
- Monitor contractual obligations with the Department of Education, Council for Opportunity In Education and other TRiO programs;
- Conduct meetings with SSS staff;
- Attend regional and national TRiO meetings and meetings sponsored by the Department of Education;
- Establish and maintain communication channels and procedures congruent with the College mission and meet SSS program objectives;
- Maintain a close working relationship with other Diversity/Outreach constituencies and other CBC departments and personnel;
- Represent CBC to community agencies regarding TRiO programs; and
- Perform other related duties as assigned.

COMPETENCIES

- **Project Management:** Develop project plans; coordinate projects; communicate changes and progress; complete projects on time and budget; and manage project team activities.

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- **Teamwork:** Balance team and individual responsibilities; exhibit objectivity and openness to others' views; give and welcome feedback; contribute to building a positive team spirit; put success of team above own interests; able to build morale and group commitments to goals and objectives; and support everyone's efforts to succeed.
- **Delegation:** Delegate work assignments; match the responsibility to the person; give authority to work independently; set expectations and monitor delegated activities; and provide recognition for results.
- **Leadership:** Exhibit confidence in self and others; inspire and motivate others to perform well; can effectively influence the actions and opinions of others; accept feedback from others; and give appropriate recognition to others.
- **Managing Other Staff:** Include staff in planning, decision-making, facilitating and process improvement; take responsibility for subordinates' activities; make self available to staff; provide regular performance feedback; develop subordinates' skills and encourages growth; solicit and apply customer feedback (internal and external); foster quality focus in others; improve processes, products and services; and continually work to improve supervisory skills.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Education, Counseling or related field and comparable proven experience working with low income, first generation, traditionally underrepresented and/or disabled students;
- Excellent oral and written communication skills;
- Prior knowledge of federal and state grant guidelines and procedures; and
- Experience working with federal grants.

DESIRED QUALIFICATIONS

- Master's Degree in Education, Counseling or related field;
- Bilingual in Spanish and English, with demonstrated bicultural skills;
- Prior experience with SSS and/or other TRiO programs; and
- Experience in a higher education setting, providing advising services or counseling to students who are educationally, economically and otherwise disadvantaged.

TERMS OF EMPLOYMENT

This position is available **October 1, 2010**. This is a twelve (12) month per year, full-time administrative exempt "at will" position. The work hours for this position are Monday through Friday from 7:30 a.m. to 4:30 p.m.; however working hours may vary due to work demands, summer schedule, and some evening and weekend work as required.

PROCESS NOTE: In accordance with the Child/Adult Information Act, RCW 43.43.830, the candidate selected for hire will be subject to a Criminal History Background Check. Additionally, pursuant to RCW 43.43.845(3) an inquiry will be made for employees and volunteers in the Washington Courts database for civil adjudications as a condition for consideration of employment.

CONDITIONS OF EMPLOYMENT: In the interest of providing a healthy, safe and secure educational and work environment, and in order to meet the requirements of federal legislation, it is the policy of Columbia Basin College to maintain an alcohol and drug-free workplace for our employees and students.

PHYSICAL REQUIREMENTS:

- Occasional need to lift at least 20 pounds;
- Ability to sit and stand for long periods of time;

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- Frequent need for oral, written and auditory communication;
- Frequent repetitive hand and wrist motions;
- Occasional need for travel; and
- Ability to work in fast paced and/or sometimes stressful situations.

APPLICATION PROCEDURE

Applicants must submit the following in order to be considered for the position:

1. Completed Columbia Basin College Application for Employment.
 - a. Signed Affirmative Action Data Form.
 - b. Applicant Notification & Disclosure Statement (Background Check).
 - c. Department of Retirement Systems Retirement Status Form.
 - d. Signed Abso Background Check Form.
2. Cover Letter/Introductory Letter that addresses why you are interested in the position and how your background, training, and/or experiences qualify you for the position.
3. Current detailed resume of experience, education, and professional training.
4. Three (3) current letters of recommendation. All letters must have been **written within the last year, be signed and dated**, and be from a person having firsthand knowledge of the applicant's professional qualifications. Letters should address how the applicant's qualifications and experience relate to the position. Letters may be faxed directly to the College at (509) 544-2029.
5. A copy of your transcripts. Unofficial transcripts are acceptable.
 - a. **Note: If you are hired, you will need to provide official transcripts at that time.**

All application materials must be picked up, sent from the CBC Human Resources Office by U.S. Mail, or downloaded from our website at <http://www.columbiabasin.edu/jobs>. For further inquiries, please contact the Human Resources Office at (509) 542-4740. All application materials must be received in the Human Resources Office no later than 4:30 p.m. (PST) on the closing date. **Only completed applications will be forwarded for consideration by the Screening Committee.**

If you are hired, you will need to provide proof of identity and documentation of U.S. citizenship or appropriate authorization to work in this position as required by the Immigration Reform Control Act of 1986.

Columbia Basin College operates under an approved affirmative action plan and encourages applications from persons of color, women, veterans and persons of disability. The Human Resources Office is accessible to those with disabilities. If you need accommodation in application or employment, contact the Human Resources Office at (509) 542-4740.

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