

Assistant Director TRIO Student Support Services

The TRIO SSS Program functions to increase retention and graduation rates of project participants, increases transfer rates of eligible students to 4-year institutions, and fosters an institutional climate supportive of the success of low income and first generation students and individuals with disabilities.

North Central State College is accepting resumes for a full-time Assistant Director of TRIO Student Support Services. The Assistant Director will provide individual academic, personal and financial counseling/advising, and coordination of specialized workshops; will provide case management services and serve a caseload of 100+ participants; will design, monitor and update Personal Educational Plans with participants; will work closely with faculty advisors to follow program requirements and keep participants on track toward graduation; and will coordinate financial literacy education or other required program elements. Occasional weekend and evening hours may be required. Continuation of position assumes availability of on-going grant funding.

Essential duties/responsibilities include but are not limited to the following:

Program Management/Advising/Registration:

- Implement process to identify, select, and retain participants that meet eligibility guidelines for the TRIO Student Support Services Program
- Coordinate the provision of retention services and activities for program participants
- Ensure that each individual participant's need for services is assessed
- Ensure that services are provided to address project goals and objectives
- Provide academic advice and assistance to program participants
- Procure financial aid counseling and financial literacy education for program participants
- Coordinate supplemental grant aid distribution with students and the Financial Aid office
- Implement SSS objectives and guidelines, pertaining to academic performance, retention, and graduation.
- Provide direct services to TRIO participants related to academic planning, registration, and orientation
- Maintain accurate records and documentation of services provided to students while maintaining the appropriate level of confidentiality
- Meet with and contact TRIO participants throughout the semester to discuss goals and steps to attainment, study techniques, resources, etc.
- Monitor the academic progress of program participants by considering instructor and tutor input and maintaining contact with program participants
- Assist program participants in the exploration of career options
- Utilize Appreciative Advising Model which includes intrusive advising
- Coordinate and administer specialized workshops for student participants, which may include study skills areas, StrengthsQuest, financial literacy, etc.
- Assist with the recruitment and determine eligible students for TRIO SSS
- Conduct initial intake interview with prospective participants
- Conduct intake follow-up and financial literacy sessions with accepted students
- Process faculty Early Alerts with participants, advise and report as necessary
- Direct students to appropriate resources in the College and community
- Act as a liaison between the student and faculty advisor, staff, and administration and other campus departments
- Provide developmental (holistic), continuous advising to program participants
- Assist with the selection of new program participants by conducting interviews and conducting orientation for new program participants
- Assist program participants with transfer to four-year institutions upon graduation as requested by the student
- Attend meetings within the College, as deemed necessary
- Assist Director with completing year end evaluation
- Perform other duties as assigned

Department Support

- Assist Director as needed
- Participate on College committees
- Attend professional development workshops, conferences and training to keep current with College policies, procedures, and advising
- Perform other duties as assigned

Qualifications:

Education: Bachelor's degree in education, counseling, psychology or related area.

Experience: Minimum of one year of experience working with economically and/or educationally disadvantaged students. Training/experience with counseling; academic advisement at the community college level; case management, especially for crisis intervention; assessment of academic needs and development of individual education plans; mentoring, leading, coaching and teambuilding skills to motivate students, preferred.

You may apply online at: www.ncstatecollege.edu, click on Jobs

or

Submit a letter of application and résumé to:
NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle
Mansfield, OH 44906

Resumes will be reviewed beginning 10/16/20 and until filled