



Manager Crawford Success Center

North Central State College is accepting applications for a full-time Manager for the Crawford Success Center, a Bucyrus, Ohio satellite. This higher education site results from a public-private partnership campaign led by Crawford 20/20 Vision in collaboration with officials from Crawford County and North Central State College. The Manager is responsible for site operations, community outreach, and student service support.

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

Outreach/Recruitment (student access)

- Direct and participate in programs to attract K-12 and Non-traditional students to the College in conjunction with NCSC Student Services and the marketing department to increase educational attainment and fulfill the strategic goal of student access
- Utilize, efficiently and effectively, the College's integrated database system and manage any affiliated modules for facilitating recruitment and for analyzing prospect and applicant information
- Assist in marketing and outreach initiatives to promote the facility in conjunction with NCSC Institutional Advancement
- Serve as community partner liaison within Crawford County
- Collaborate in developing strong ties with business, industry, local high schools and other education partners in Crawford County to promote and enhance the public image of the College
- Work collaboratively with surrounding community, residents and constituents to build and maintain strong relationships and strategic partnerships
- Monitor and assess the effectiveness of outreach and recruitment activities for Crawford Success Center
- Prepare and make public presentations as needed
- Serve on local committees/advisory boards as required
- Prepare and coordinate quarterly meetings/reports with the Crawford Success Center Advisory Board
- Perform other duties as assigned

Site Coordination (student success)

- Ensure students receive adequate and accurate support in the area of advising, registration, financial aid, book purchasing, and other related support services in conjunction with NCSC Main Campus to fulfill the strategic goal of student success
- Provide oversight for day-to-day operations and student support services
- Ensure faculty receives adequate and accurate support services
- Address and resolve all issues and problems regarding/related to the facility, faculty, students, and staff members
- Coordinate work schedules and provide on-site work direction for staff members and prioritize needs
- Collaborate, serve as primary liaison, and maintain consistent communication, between students, faculty, staff, and the main campus departments and supervisors so that services are effectively provided; rooms are available for classes and labs; and other uses or needs are met.
- Ensure that staff members are adequately trained as needed to perform a variety of duties
- Participate in the development of short-and long-term goals and planning for the Crawford Success Center
- Collect data and complete all designated reports and analysis to support the measurement of success and acknowledge areas needed for improvement
- Perform other duties as assigned

Administration (resources)

- Manage resources including public use computer lab, distance learning center, classrooms, office functions, financial and program oversight, technology, student counseling, supervision, etc.
- Oversee strategic planning and success analysis. Gather information, sort, summarize, analyze for trends, patterns, etc. Prepare written overview of analysis
- Oversee public relations and communications within Crawford County
- Establish the departments short and long-term goals and objectives
- Develop and administer the annual budget
- Coordinate work, supervise/manage staff:
 - Review application materials; select interviewees and conduct interviews. Recommend individuals for hire
 - Develop, implement, conduct, and/or oversee orientation and training programs for new employees, including proper work and safety procedures
 - Interpret and adhere to College policies while managing employees
 - Counsel employees regarding performance issues
 - Schedule employees for work and assign tasks
 - Ensure coverage for the Crawford Success Center while the building is open for classes or events
 - Review employee record of time worked to verify accuracy
 - Report on employee progress and performance for use by supervisor when developing performance appraisals and/or corrective action documentation
 - Recommend approval of employee request for leave
- Attend and actively participate in department and college meetings
- Maintain and increase knowledge and skills through attendance at meetings, conferences, seminars and in-service training
- Perform other duties as assigned

Qualifications:

- **Education:** Bachelor's degree in a related field. Master's degree in a related field preferred
- **Experience:** Minimum of three (3) years' experience managing a multi-faceted operation or department. Experience in academic and/or student support functions and services preferred. Community involvement, and/or outreach experience preferred.

Please express your interest in this position by submitting a letter of application and résumé to:

www.ncstatecollege.edu, Click on *Jobs* then jobs@ncstatecollege.edu

or send to

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 5/10/21 and until filled.