Student Support Service Associate Director

Department: Institute for Educational Opportunities
Closing Date: Review will begin Sept 4th and continue until position is filled
Employment Detail: Full-Time, Working some weekends and evenings,
Position continuation is dependent on funding

Duties:
Assume leadership for the organization, administration, and supervision of the SSS program. Develop, execute, monitor, and evaluate SSS program objectives. Establish, monitor, and administer budget. Collect tracking data and write annual program reports. Recruit, select, train, supervise, and evaluate all SSS program staff. Assist in identifying, recruiting, and selecting student participants. Assist in assessing and prescribing a plan of program services for each participant. Establish procedures to maintain the student and administrative record system. Prepare IAP’s for SSS participants in conjunction with SSS staff. Maintain and facilitate communication between SSS and campus departments. Arrange and direct weekly SSS program management meetings.

Required Qualifications:
- Bachelor’s degree in education, communications, social work or related field.
- Two years’ experience as a program administrator responsible for student oriented programs.
- Experience using software for managing budgets, data collection, and report writing.
- Experience with staff hiring, supervision, and evaluation.
- Excellent supervisory, oral and written communication skills.

Preferred Qualifications:
- Understanding of Montana’s college opportunities, requirements, and procedures.
- Experience with TRIO programs preferred.
- Prefer experience working with disadvantaged students in an academic setting.
- Prefer experience in writing and managing federal grants.
- Prefer someone with background similar to that of participants.

To apply, please submit the following items:
- Cover letter which specifically addresses the above-mentioned qualifications
- Detailed resume
- Name and contact information for 3 professional references
- Authorization for Criminal Background Investigation

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Any offer of employment is contingent upon a satisfactory criminal background check. An authorization for a criminal background check form must be submitted with application material. www.mtech.edu/employment