

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: DIRECTOR - STUDENT SUPPORT SERVICES

PAY GRADE: A-1

OVERTIME STATUS: EXEMPT

#### MAJOR RESPONSIBILITY:

To supervise and manage overall Student Support Services grant program, provide leadership in working cooperatively with staff and other college departments/personnel and assist in developing an institutional commitment to the success of students from low-income families, first generation college students and students with disabilities.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

#### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master's degree required, preferably in Education/Educational Administration.
2. Years of experience in field: Minimum of five years' teaching/administrative experience at the postsecondary level required.
3. Special skills or abilities related to position: Background in teaching, administration, fiscal management, grant proposal writing, evaluation techniques and familiarity with the needs of the underachiever.

#### ESSENTIAL JOB FUNCTIONS:

1. Overall supervision of the Student Support Services grant program.
2. Maintain adequate records documenting student eligibility for enrollment, assistance provided and progress made, and an up-to-date record of expenditures.
3. Assume leadership in interpreting the project's goals to faculty, students and the community.
4. Make provision for in-service training of faculty and staff.

### ESSENTIAL JOB FUNCTIONS (CONTINUED):

5. Assist in creating an institutional commitment and campus climate supportive of the success of students from low-income families, first generation college students and students with disabilities.
6. Coordinate program activities with other colleges, related services.
7. Remain current in professional field through on-going professional development.
8. Disburse funds according to grant terms and conditions.
9. Submit all necessary reports promptly.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required)

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

### ENVIRONMENTAL CONDITIONS

- Works in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

### PRIMARY LOCATION OF JOB:

Ocala Campus

### SUPERVISOR OF POSITION:

Dean of Academic Foundations