

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DIRECTOR - STUDENT SUPPORT SERVICES

PAY GRADE: A-13

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.

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 post secondary 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.
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. Maintain 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)

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Walking
- Standing

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 – Academic Foundations