

PROJECT DIRECTOR - STUDENT SUPPORT SERVICES PROGRAM

Position Description

The Project Director of the Student Support Services Program reports to the Vice President for Student Affairs. Primary responsibilities include the following.

1. Assume overall responsibility for administering the Student Support Services program, including the implementation of the record keeping system and evaluative database.
2. Provide leadership, direction and coordination for the Campus Coordinators and the overall Student Support Services program.
3. Articulate project objectives, procedures and evaluation outcomes to students, faculty, staff and administration and solicit suggestions for continued improvement.
4. Work with Campus Coordinators to review student applications and/or records, identify students eligible to participate in Student Support Services, select program applicants, and maintain required enrollment of eligible participants.
5. Serve as the campus coordinator for the Ammerman Campus; provide case management and coordinate the delivery of support services for students enrolled in the program (i.e., under the general supervision of the Ammerman Campus Dean of Student Services).
6. Chair the Student Support Services Advisory Committee; ensure that the project's operation is consistent with the overall goals of the Student Support Services program and that it assists the institution in serving its disadvantaged students.
7. Represent SCCC at professional meetings related to program goals and objectives.
8. Work with the Grants Office and Business Office on fiscal reporting and budget management to ensure maximum program cost-effectiveness and timely submission of all fiscal reports required by the Department of Education.
9. Compile and submit all data and summary reports as required by the Department of Education to document compliance with program regulations, use of grant funds, and achievement of performance objectives.
10. Work with the Campus Coordinators and college administrators to develop a climate at SCCC which is supportive of the success of low-income, first-generation, and disabled students.
11. Other duties as assigned by the Vice President for Student Affairs.

July, 2001