



## Job Classification Description

**DIRECTOR, CENTER FOR RURAL STUDENTS/LSC  
VSC UP PAT BARGAINING UNIT**

**GRADE 17  
EXEMPT**

### **BASIC FUNCTION**

Responsible for day-to-day operation of the Center for Rural Students (CRS); planning and implementation of data collection initiatives on student human capital development; assisting the schools and college in programmatic development to support students in their transition from school to college, career, or military; and providing leadership to guide the development of a regional P-16 system as a model for the State.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Work with and expand a steering committee which will assist The Center in developing a regional P-16 model that assists traditional and nontraditional students in transitioning to further education or the workforce, allowing them to pursue their full learning potential.
- Lead the collection, management and analysis of data to establish relevant benchmarks and substantiate findings resulting from Lyndon's Project Compass initiatives and other program initiatives.
- Assist in the development of empirical models for student persistence and success by performing research on the programs designed to increase the participation, continuation, and graduation rates of both traditional and nontraditional rural college students, particularly those who are first-generation, low-income.
- Guide the development of a Northeast Kingdom (NEK) regional P-16 system that forges the full learning potential of students as they progress from "cradle to career" by creating a learning community that encompasses the region's four-year state college, community college, supervisory units, preschool providers, economic development agencies, and the private sector.
- Develop, enhance and coordinate college outreach programs in coordination with regional supervisory units, focusing on raising the aspirations and educational attainment levels of rural students.
- Provide professional development activities for faculty, regional teachers and other stakeholders associated with the development of a P-16 model in the NEK; including action-oriented workshops, summits and forums.
- Formalize and disseminate the findings of Lyndon's efforts to understand and support the needs of first-generation, low-income students.

### **SUPERVISION RECEIVED**

Direct supervision is received from the Dean of Academic and Student Affairs.

### **SUPERVISION EXERCISED**

Full supervision of one half-time support position.

11/10/2009

## **MINIMUM QUALIFICATIONS**

Master's degree in social sciences, institutional research and/or education policy with significant associated experience and accomplishments. Ph.D. preferred.

- Excellent interpersonal and interdisciplinary team-building skills to work collaboratively with others.
- Demonstrated proficiency in institutional research design, survey research and quantitative data analysis, and familiarity with techniques of longitudinal and multilevel modeling, multivariate analysis and survival analysis.
- Demonstrated skill in using computer-based tools such as data mining software, data warehouse, and presentation software.
- Ability to synthesize and present data to diverse audiences in both verbal and written form.
- Experience with securing and renewing grants, and the ability to work with government, nonprofit and industrial sponsors.

**This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**