



Job Description Classification

**Director of the First-Year Experience/JSC
VSC UP – PAT Bargaining Unit**

**Grade 12
Exempt**

BASIC FUNCTION

To design and implement activities and programs designed to promote the academic success and retention of first-year students and to support activities and programs designed to improve student persistence. This is a full-time position, funded by a Title III grant.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Work closely with the Academic Dean/Title III project coordinator and Dean of Students to advance college priorities for improved student persistence and a transformed first-year experience.
- Work with the Title III oversight/planning committee to support improved student retention/success and other planning priorities through the strategic use of Title III grant funding.
- Coordinate the activities of the First-Year Experience task force.
- Work with instructors to improve the utility of first-year seminars as a retention tool.
- Work with the Program Planning Board to develop the first-year seminars as a fuller experience encompassing a program of co-curricular events.
- In cooperation with the Director of Residential Life and the Title III “ambassador,” develop and implement residence-hall based programs designed to increase personal, social, and academic connections among resident first- and second-year students.
- Work with Academic Support Services, the Career Center, and academic departments on transforming academic advising to support a transformed first-year experience.
- Work with service offices to utilize a full range of campus resources to support first-year success.
- Design, organize, and implement an annual Orientation that begins to connect first-year students to each other and to the College.
- Serve as a direct counselor to first-year students.
- Work with the Title III project coordinator to publish a periodic Title III newsletter.
- Work with and advise the Academic Dean and Dean of Students on translating the gains from a transformed first-year experience into improved student experiences during the sophomore year and in major programs.
- Work with the Dean of Students to oversee student leadership development.

SUPERVISION RECEIVED

Supervision is received from the Academic Dean and Dean of Students.

SUPERVISION EXERCISED

Supervision is exercised over a Title III “ambassador-at-large” and over a half-time administrative support person.

MINIMUM QUALIFICATIONS

Master’s degree in appropriate field; knowledge of best practices in retention; and 2-3 years of experience working with students and administering programs.

- Experience in small colleges.
- Knowledge of computer-based productivity tools.
- Teaching experience and experience with first-year programs.

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.