VSC
VERMONT STATE COLLEGES

Job Classification Description

DIRECTOR OF STUDENT SUPPORT SERVICES /LSC **Grade 14**
VSC UP SUP BARGAINING UNIT **EXEMPT**

BASIC FUNCTION

To direct and manage student academic support services including: counseling, academic advising, tutorial programs, 504 services, and summer programs.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Plan, implement, administer, coordinate, monitor, and evaluate the records, specific programs, functions, services, and activities of the Student Academic Support, including operating policies and procedures. Develop and modify programs, services and operating systems in accordance with institutional objectives and resources, student needs and grant requirements.
- Exercise full supervisory authority over unit employees. Plan and conduct staff meetings and training programs. Confer regularly with staff to plan and coordinate activities, assign and review work, assist with difficult or unusual tasks, resolve problems, and the like. Plan staffing needs and work schedules.
- Plan, request and administer the department's operating budgets, including general fund accounts and grant-funded accounts.
- Monitor all department operations regularly, and deal with a variety of problems that arise on a daily basis.
- Serve as project director for externally funded special services projects: research and write funding proposals; compile data on student participation and other aspects of projects; prepare reports to funding agencies; administer grant budgets.
- Assume final responsibility for identification, follow-up and evaluation of project students.
- Represent Student Academic Support on relevant committees and task forces.
- Coordinate with Learning Specialist and ADA representatives and others to ensure services to 504 and ADA eligible students.
- Confer with administrative offices and college faculty to plan, coordinate and evaluate projects/activities/policies, exchange information, investigate and resolve problems, refer students, consult on specific cases, and the like.
- Provide direct services to students as time is available; contribute to workshops and summer programs for students and staff.

- Represent the college and deal with funding agencies, outside psychologists and other technical consultants, and others outside the college.
- Plan and administer appropriate departmental record systems.
- Prepare various administrative reports.
- Keep abreast of developments in the field, and participate in professional groups and associations.

SUPERVISION RECEIVED
Direction is received from the Academic Dean.

SUPERVISION EXERCISED
Administrative and functional supervision of academic support staff and up to 30 student tutors.

MINIMUM QUALIFICATIONS
Masters degree in education or other appropriate discipline, plus two to four years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Relevant experience with grant-funded projects, with grant writing and administration experience desirable.
- Strong program planning, administrative, organizational, computer, personnel and budget management skills.
- Ability to represent the college and deal effectively with college students, faculty and administrators, as well as high school personnel, government agencies, consultants, and others outside the college, requiring coordinating, liaison, advocacy, public relations, and public speaking/presentation skills.

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.