



## Job Classification Description

### **DIRECTOR OF TRIO PROGRAM/VTC VSC UP – SUP Bargaining Unit**

**Grade 14  
Exempt**

#### **BASIC FUNCTION**

To direct and manage the operations of the Student Support Services Program.

#### **CHARACTERISTIC DUTIES AND SUPERVISION**

- Plan, direct, implement, administer, coordinate, monitor and evaluate the TRIO Student Support Services Program.
- Develop and modify services available within the grant.
- Develop and implement a system to identify and recruit students eligible for the TRIO services.
- Hire, train and supervise professional counseling staff.
- Make referrals for students in need of outside services and negotiate contracts as needed for payment of services.
- Administer and interpret assessment tests and provide counseling and advising services for students.
- Administer grant oversight, compliance and preparation of grant requests for future funding and amendments and assure that the performance goals of the grant are met.
- Plan, request and administer the department's operating budgets, including general fund account and grant accounts.
- Create and maintain appropriate files to document services, data on student population, needs analysis.
- Prepare information and reports for funding agencies and college needs related to services and planning.
- Monitor all department operations regularly, and deal with a variety of problems that arise on a daily basis.
- Confer regularly with the Dean of Student Affairs, other student services staff, other 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. Serve on various college committees.

#### **SUPERVISION RECEIVED**

General supervision is received from the Academic Dean.

**SUPERVISION EXERCISED**

Functional and administrative supervision of two or three staff members and twenty or more peer advisor/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.

- Broad base of technical knowledge and skills related to programs for learning disabled individuals, including test administration, laws and regulations.
- Relevant experience with grant-funded projects, with grant writing and administration experience desirable.
- Strong program planning, administrative, organizational, personnel and budget management skills.
- Ability to represent the college to deal effectively with students, faculty and administrators and others outside the college, requiring coordinating, liaison, advocacy, public relations and communication 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.**