ASSISTANT DIRECTOR OF STUDENT SUPPORT SERVICES POSITION AVAILABLE:

SUMMARY:
Adams State College is seeking candidates for the position of Assistant Director in Student Support Services, a Title IV (TRIO) program funded through the U.S. Department of Education and serving college students who are U.S. citizens (or permanent residents) and who are low-income individuals, first-generation college students, or individuals with disabilities. This is a full-time, twelve-month professional staff position, reporting to the Director in Student Support Services. This position will begin on September 1, 2012. The assistant director will have a counseling caseload and will oversee tutoring, mentoring, and Summer Scholar activities. Adams State College is the Regional Education Provider for southern Colorado, as well as a federally designated Hispanic Serving Institution. We are located in a high mountain valley approximately 1 ½ hours from Taos, NM and 2 ½ hours from Santa Fe, NM.

DUTIES AND RESPONSIBILITIES:
- Perform all duties in compliance to the U.S. Department of Education requirements including the Higher Education Act, program regulations, EDGAR, and OMB circulars
- Maintain proper and accurate documentation in student records and program reports
- Hire and supervise tutors to ensure proper services are delivered to students
- Complete accurate student payroll reports each month
- Complete tutoring reports each semester
- Develop and implement an academic and financial aid advisement plan using research and best practices
- Provide academic and financial aid advisement to SSS participants
- Coordinate SSS mentoring activities
- Develop and implement a mentoring plan using research and best practices
- Monitor and maintain appropriate documentation and records
- Oversee Student Advisory Board

QUALIFICATIONS:
Minimum Educational Qualifications: BA in education, psychology, business or related field; MA preferred.

Minimum and Preferred Work-Related Experience Qualifications:
- Two years counseling or advisement experience with college students
- Demonstrated ability to develop effective working relationships with faculty
- Two years experience in coordinating educational programs
- Knowledge of academic software programs preferred
- Experience in TRIO programs preferred
- Preferred documented first-generation, low-income, or disability status and summary of how he/she succeeded in overcoming barriers similar to the target population to be served or extensive experience in working with these populations

SALARY:
$37,000 - $40,000 annual salary, depending on experience; Adams State College has a competitive benefits package.
APPLICATION PROCESS FOR ALL THREE POSITIONS:
Send a letter of interest, résumé, and contact information for at least three current references to Dr. Deborah White, Director of Student Support Services.

- E-Mail, with MS-Word attachments (for applications): dwhite@adams.edu
- Mail: 208 Edgemont Blvd., Alamosa, CO 81101
- Phone: (719) 587-8176

Applications received by Thursday, May 31st will be assured of full consideration.

Background Check:
The offer of employment will be contingent upon the completion of an acceptable background check. The information received in response to a background check will be treated as confidential, to the extent provided for by law. A background check will be performed on the final candidate for the position with an offer of employment contingent upon successful completion of the background check. The background check will be conducted after the final candidate accepts the offer of employment.

EOE/AA. Women and minority candidates are encouraged to apply.

In compliance with the Immigration Control Act of 1986, candidates for positions must provide proof of eligibility to work before an offer of employment can be made final.

Full descriptions of all positions are available from the contact person listed. Adams State College is an Equal Opportunity/Affirmative Action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability and, as covered by law, veteran status. In addition, college policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation, marital status, and parental status.