Vacancy Announcement
October 23, 2017

POSITION: Director of Student Support Services

REPORTS TO: Executive Vice President

POSITION SUMMARY: The Director of Student Support Services will be responsible to the Executive Vice President for administering and coordinating all project-related activities and selecting, delegating, and coordinating activities of all project staff. Responsibilities will also include working directly with the Assistant Dean of Enrollment Management, Registrar, Financial Services, Advising, Director of Student Resource Center and other administrators, faculty, and community agencies in order to achieve effective program operation.

QUALIFICATIONS:
- Master’s Degree in Education, Psychology, Counseling, or a related field from an accredited institution
- Successful full-time counseling and/or advising experience
- Demonstrated knowledge of strategies for assessing the academic needs of limited income, first generation students and students with disabilities
- Demonstrated experience in designing, administering, implementing, and evaluating student services and retention activities
- Demonstrated ability to work effectively with students, faculty, and staff from a variety of racial, ethnic, cultural, and socioeconomic backgrounds
- Ability to work with low income, marginally prepared students
- Effective oral and written communication skills
- Ability to work independently
- Proficient in Microsoft Office Suite (Word, Excel, and PowerPoint) and administrative computing systems

RESPONSIBILITIES:
1. Coordinate all project activities of the Student Support Services program
2. Select and supervise all project staff
3. Appropriately manage project budget, adhering to federal and state guidelines
4. Identify eligible project participants
5. Maintain files, including records of all project activities
6. Conduct staff meetings and attend division staff meetings
7. Monitor, review, and evaluate project activities
8. Present annual performance reports, and attend grant management workshops with the Department of Education
9. Write reports for the continued funding of the Student Support Services project, and monitor quarterly the dissemination of progress reports
10. Provide students with scheduling assistance, academic advising, and transfer information
11. Assist students with career planning and registration
12. Create and implement student success workshops and seminars
13. Coordinate and carry out cultural experiences for students and other provisions of approved grant
14. Perform all other such professional duties as the Deans, Vice President and President may direct

SALARY: Commensurate with education and experience according to State Salary Schedule D1 ($39,600-$60,415) of the Alabama Community College System. This is a nine-month position. A summer contract may be available (an additional $12,226-$18,686) dependent upon enrollment and grant.
THIS IS AN AT-WILL POSITION FOR WHICH THE ATTAINMENT OF NON-PROBATIONARY STATUS (TENURE) IS NOT AVAILABLE.

APPLICATION PROCEDURE: A complete application packet must be received in the Human Resources Office no later than 1 p.m., Monday, November 20, 2017. A complete application packet consists of:

1. Completed Wallace State Community College employment application with three work references
2. Résumé
3. Cover letter describing specifically how your experience and qualifications meet the qualifications outlined for the position
4. Letter(s) from current and/or former employers, verifying employment experience to meet minimum required qualifications. Letter(s) must include employment dates and job title and be on official letterhead with an authorized personnel signature
5. Separate transcripts from each college attended (photocopies will suffice until employed)

Remember that the work experience verification completion is your responsibility and must be demonstrated by you in your application materials.

Applicants must meet eligibility requirements to work in the U.S. at time of appointment. All application materials must be submitted as a complete packet and will become the property of the College. Applicants who fail to submit all required information will be disqualified. Only application packets received during the period of this announcement will be considered. Applications are available at www.wallacestate.edu/employment or by calling (256) 352-8029 and should be submitted to:

Human Resources Department
Wallace State Community College
P. O. Box 2000
Hanceville, AL 35077-2000
Phone: 256-352-8029

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of $17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

APPLICATION DEADLINE: The deadline for receipt of all application material is November 20, 2017.

ADDITIONAL INFORMATION: The College reserves the right to fill the position within four months of the stated deadline date or not to fill the position due to budgetary or operational considerations. Further, the College reserves the right to fill more than one position should circumstances warrant the need to fill more than one position.

Applicants scheduled for an interview may receive or review the Essential Functions for the position at the time of the personal interview. Any applicant, however, may request a copy of the Essential Functions for the position prior to the interview appointment. All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

It is the sole responsibility of the applicant to ensure his or her application packet is complete. Before an offer of employment can be made to the selected candidate, the College will require written verification (on letterhead and signed by an appropriate authority) from current and previous employers confirming the required level of experience as stated in the “Qualifications” section.

Wallace State Community College is an equal opportunity employer. It is the policy of the Alabama Community College Systems, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Wallace State Community College will make reasonable accommodations for qualified disabled applicants or employees. If you have a disability and may require accommodations, please notify us at 256-352-8029. The College reserves the right to withdraw this job announcement at any time prior to the awarding. Wallace State Community College is an active participant in the
Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirm an employee’s eligibility to work in the United States as required by the Department of Homeland Security.