



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 10/20/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Assistant Director Student Support Services (TRIO)
Status: Full-time, 35 hours per week, calendar year appointment (may involve evening and/or weekend work as required)
Grade: 10
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Project Director, SSS

PRIMARY PURPOSE:

The Assistant Director will assist with the development and implementation of the two TRIO Student Support Services Programs in the Center for Scholar Development. The SSS- Regular and SSS-STEM program will serve approximately 260 students each year, the Assistant Director will ensure that the advising and support services are aligned with the requirements of the federal sponsor (U.S. Department of Education). Specifically, the Assistant Director will create a structure of academic tutoring support for participants, which may include working with campus partners as well as hiring, training, and evaluating tutors to facilitate academic support. This position will also ensure the regular monitoring and maintenance of the program database (Blumen), which includes updated progress notes, eligibility information at intake, and tracking academic standing on a semester basis. The Assistant Director will make the appropriate recommendations to the Project Director (based on advisor and student feedback) of how to continually improve program services. The Assistant Director will be responsible for developing and facilitating group sessions and meetings that are sensitive to needs of and development of college students throughout their academic experience.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Work in collaboration with the SSS Project Director to develop and implement a system to identify student academic and personal needs, work collaboratively with SSS advisors to ensure that students are developing academic goals.
- Oversee the tutoring component of the SSS Programs and ensure that students have access to academic support through monitoring semester schedules and mid-term grades. Document student attendance in the tutoring program and work with faculty to ensure effective academic services are being delivered to students. As needed, implement a system of tutoring evaluation to get student feedback and make appropriate recommendations for improvement.
- Review the advising notes and program attendance records in the project database to ensure that the project recordkeeping process is aligned with federal regulations and advising team is maintaining regular contact with students.
- Assist with the recruitment of eligible project participants. Specifically, lead the outreach to faculty, campus partners, community partners, and high schools to inform stakeholders of SSS Project Services. Follow up with community college partners on an annual basis to determine ways to improve project services.
- In collaboration with the SSS advisors, develop recruitment events and the appropriate follow up with students who attended.

- Lead the selection of SSS applicants and develop a process to interview and select students based both on application materials and student interview.
- Assist the Project Director with submitting the annual performance report (APR) to the U.S. Department of Education. The Assistant Director will be responsible for ensuring accurate records are kept documenting tutoring and advising appointments.
- Serve as consultant to faculty, staff, and student paraprofessionals regarding needs and services for the special populations served by the SSS Programs.
- Maintain active commitment to continued personal and professional development, as well as advocate for first-generation and low-income students.
- Collaborate and consultant with other campus offices to provide meaningful and supportive services for SSS students.

Occasional Job Functions:

- Work non-standard hours as needed.
- Perform other duties and responsibilities as assigned by the Vice President of Student Affairs.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree in Education, College Student Personnel, Counseling, or related field.

Experience:

A minimum of two years of experience in similar work settings and with similar populations, as well as professional experience advising students in transition and throughout the first year experience.

Skills, Knowledge and Abilities:

- Knowledge, understanding and sensitivity to issues that concern low income, first-generation, students and students who identify as having a disability.
- Ability to work with an ethnically and racially diverse student population, including those at risk.
- Demonstrated knowledge of student and identity development theory and ability to connect this knowledge to advocating for students in higher education
- Demonstrated competency in use of contemporary computer software including word processing.
- Knowledge of federally funded TRIO programs
- Ability to work non-standard hours as needed.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.