

California State University, Fresno Foundation

PROGRAM DIRECTOR – TRiO DISABILITY STUDENT SUPPORT SERVICES JOB ANNOUNCEMENT #17-869

POSITION SUMMARY:	<p>Full-time, benefited position with the TRiO Student Support Services program through the California State University, Fresno Foundation. Under the general supervision of the Director of Services for Students with Disabilities (SSD), the Program Director of the TRiO Disabled Student Support Services (DSSS) Program is responsible for the organization, planning, implementation, continuous review, and analysis of the TRiO Student Support Services grant. The Program Director provides academic leadership, in partnership with SSD in serving as an integral member of the college and campus administrative teams, and works closely with the Director of Advising Services, AVP of Academic Student Support, and Department chairs. This position is also responsible for advising, counseling and leading small group activities for under-prepared college students and disabled college students. A primary focus of this position is to improve the retention of disabled students who become participants of the Disabled Student Support Services program.</p>
MAJOR DUTIES:	<p>Under the general direction of the Director of Services for Students with Disabilities, the incumbent will be responsible for the following. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Plan, organize and coordinate implementation of the activities, services and operations of the TRiO Disabled Student Success Services grant project, including oversight of resources, TRiO personnel, and outside evaluators. • Development and implementation of program activities which will aid participating students in their academic, career, personal and organizational success. • Maintain cooperative relationships with faculty and college staff, and maintain relationships with business, labor, industry, governmental agencies, and community organizations. • Manage the program budget and reporting for the TRiO Grant in collaboration with campus accounting and budgeting programs. • Coordinate meetings, set agendas, and maintain meeting records. • Establish and maintain accurate, timely and complete recordkeeping processes, ensuring that all grant reporting requirements and restrictions are observed. In conjunction with the Foundation Financial Services, coordinate and compile data and prepare grant reports. • Administer data regarding participants and program outcomes; conduct research regarding program effectiveness and student tracking; and create and/or archive project documentation. • Prepare and submit monthly reports on program activities and accomplishments to the Director of SSD, and other members of the university community. • Communicate the objectives and outcomes of the program to grant staff, administrators, other university personnel, and the grant program officer. • Attend meetings required by funding sources, which may require out-of-state travel. • Attend conferences relevant to the program and keep current with trends and developments in the fields of learning outcomes, assessment, and basic skills education. • Work with an outside evaluator and the Director of SSD to implement the evaluation plan, data collection instruments, and participate in evaluation activities. • Collaborate with public information staff to develop public relations materials and media information for distribution. • Work with the caseload of up to 60 students to develop Individual Plans for Academic Success (IPAS). • Advise TRiO students regarding academics, financial aid, internships, graduate school, scholarships, career options, and make appropriate as campus and community referrals as needed • Maintain up-to-date individual student records and reports. • Assist with the direction and formulation of policies and programs that yield assistance to disabled and/or low-income students in obtaining services available at the University campus. • Facilitate communication between students and course instructors concerning course assignments.

	<ul style="list-style-type: none"> • Development and implementation of activities to promote student persistence and student growth. • Assist with improving the awareness of University faculty and staff about the needs of the Disabled and/or low-income student and assist in informing the University community about the goals, objectives and services of the Program. • Assist in identifying and/or selecting eligible students to participate in the Program. • Make referrals of participants to the Tutorial Coordinator for tutorial needs. • Act as a referral source for personal counseling to the Counseling Center. • Assist participants with their orientation to general academic life and its requirements. • Develop programming activities and the collaboration with the Summer Bridge Program • Perform other job-related duties as assigned.
QUALIFICATIONS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <p>Required:</p> <ul style="list-style-type: none"> • Master's degree (M. A.) or equivalent from an accredited college or university in a related field of study such as rehabilitation counseling, special education, counseling, psychology, sociology or other related field. • Three (3) years of full-time professional education and/or student services work including development, implementation and management of similar education preparation program(s). • Two (2) years of student advising experience, including personal, career, and academic counseling for general and/or special student populations. • Experience working with disabled populations, preferably students in post-secondary education. • Ability to work effectively with low-income, first generation, and disabled students in need of academic assistance, their families, and college personnel. • Strong communications skills (written and verbal) and the ability to present complex academic information to diverse audiences. • Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet, and database management software) including the Internet. • Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Fresno State students, faculty, staff and community. • Must pass a criminal background check <p>Preferred:</p> <ul style="list-style-type: none"> • Two (2) years of experience in post-secondary education, especially community college experience. • Two (2) years of experience in an administrative capacity with responsibility for supervising staff, project management, budgeting, and report generation. • Experience in working with post-secondary students with disabilities. • Academic advising, transfer planning, enrollment process, and career decision making. • Grant management experience, including staff supervision and budget management.
SALARY:	<p>\$4,833.33 - \$5,000.00 per month, DOE. Salary will be commensurate and competitive with experience and qualifications. Benefits include medical, dental, vision and life insurance, vacation, sick leave and holiday pay.</p>
DEADLINE:	<p>Application review begins November 9, 2017; open until filled.</p>

TO APPLY:	<p>Visit the Auxiliary Human Resources page at www.auxiliary.com to locate and print job application. Please submit application, resume and cover letter to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> <p>Application & resume may be e-mailed to: HRAUX@LISTSERV.csufresno.edu</p>
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RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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