



Dean of Student Success/Director of Career Services Student Success

SS/1

JOB SUMMARY

This position directs the college's student success functions.

MAJOR DUTIES

- Provides leadership for the management and continuous improvement of academic support programs in the Student Success Center.
- Facilitates and coordinates student success efforts with Student Affairs, Academic Affairs, Admissions and other college departments, faculty and staff.
- Prepares and presents career-related seminars and workshops.
- Maintains electronic job board through the College Central Network; posts jobs; confirms postings and employers.
- Maintains the Optimal Resume website for student submission of resumes, portfolios, and mock interview videos.
- Organizes annual career expos; attend external jobs fairs; invites employers to conduct on-site job interviews.
- Administers and interprets career assessments.
- Serves as academic advisor and career advisor; registers students for courses.
- Serves as point-of-contact for faculty, staff and administrators on career related matters.
- Develops, prepares and submits regular and special reports.
- Coordinates and implements marketing strategies in support of Student Success Center programs.
- Develops and administers policies and procedures for the Career Services Center.
- Provides vision, leadership and direction for the Career Services Center.
- Hires, trains and supervises staff including evaluation.
- Oversees the departmental budget.
- Provides support for the staff in the implementation of their duties and assuring successful outcomes.
- Develops and implements new programs that better serve the students.
- Advances experiential education initiatives, and researching, developing and implementing new technologies to enhance the Career Services experience for students.
- Serves on assigned college committees.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of student success and career service principles, strategies, programs and services.
- Knowledge of advising policies and procedures.
- Knowledge of testing and assessment guidelines and standards.
- Knowledge of computers and job-related software applications.
- Knowledge of program and budget management principles.
- Skill in the training and supervision of personnel.
- Skill in the delivery of advising and counseling services to students.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Vice President for Student Affairs assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the Family Educational Rights and Privacy Act, University System of Georgia policies and procedures, and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory, management and student advising duties. The need to coordinate programs with varied college departments contributes to the complexity of the position.
- The purpose of this position is to direct student success functions for the college. Success in this position contributes to the academic and career success of Darton State College students.

CONTACTS

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, local employers, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to provide services, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Counseling Coordinator (1), International Student Coordinator (1), Disability Services Coordinator (1), Advising Center Coordinator (1), Student Success Advisor (1), Military and Adult Education Coordinator (1), and Administrative Assistant (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.