



## Job Description

<b>Job Title:</b>	Director First Year Experience	<b>Grade:</b>	N
<b>Department:</b>	Enrollment and Student Services	<b>FLSA:</b>	Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Directs work in the development of processes to focus on the needs of first year and/or high risk students; provide direction to all of the College's collaborative, college-wide, cross-functional efforts to promote improved retention and performance of students during their first year of matriculation.

### **Characteristic Duties and Responsibilities:**

1. Direct management of college First Year Student Program, First Year office and staff.
2. Management and oversight of collaborative, cross-unit work in teams in support of development, implementation, improvement, and operation of new programs for first year students, including management of budgets to support this work. New program areas include:
  - a. Direct student services
  - b. Orientation activity development and expansion
  - c. Faculty/staff training development and implantation
  - d. Selection and implementation of programs/materials to enhance student success
  - e. Conceptualization and implementation of an integrated first-year experience program for the college
3. Service to the college via leadership of and/or participation in the work of College-wide and Enrollment Student Services Unit committees, with a focus on leadership in the areas of student retention and assessment activities within the ESS unit.
4. Other duties as assigned.

### **Reporting Relationships:**

- Direction Received:** Reports to the Dean, Retention Services
- Direction Given:** Direct, ongoing first-line supervision of assigned professional and support staff



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### **Minimum Requirements:**

Master's degree from an accredited college or university in Education Administration, Student Services, or related discipline. Minimum six years of professional work experience in direct institutional and/or student services working with first-year students in a community college. Demonstrated experience leading cross-functional teams in a higher education environment. Working knowledge of assessment best practices in higher education preferred. Doctorate degree in Education Administration, Curriculum and Instruction, Counseling, or related discipline preferred.

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of administration in institutions of higher education and funding agencies

Understanding of grant development, administration and compliance methods and practices

Ability to understand and interpret regulations related to grants

Ability to manage and coordinate multiple projects and meet critical deadlines

Persuasive abilities to influence cooperation and compliance with work methodologies without direct supervisory authority

Ability to collect, analyze, and interpret varied information and data, statistical or narrative form

Business computer applications skills, including word processing and spreadsheets

Excellent analytical, organizational, project management, marketing, budgeting, negotiation, strategic and business planning, communication and interpersonal skills

Ability to develop and apply flexibility, resourcefulness, and creative approaches to unique problems with an understanding of the full college-wide context

Proven supervisory and leadership skills

### **Working Conditions:**

Typical office environment