



Director of Student Services

POSITION SUMMARY: The Director of Student Development/Services manages a major division with multiple student service functions, which may include: Student Counseling; Admissions; Registration; Financial Aid; Career Services; Student Activities

QUALIFICATIONS:

Incumbents are required to have demonstrated advanced knowledge and abilities in the following areas:

- Student counseling and services for students with special needs;
- Enrollment services, including recruiting, marketing, admission administration and student records administration;
- Student activities, including those oriented toward providing for enhancement of students' cultural and occupational experience;
- Supervising human resources in a creative and technological environment;
- Developing and managing operating budgets and plans;
- Strong information technology literacy skills;
- Effective oral and written communications.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's degree in an appropriately related field together with from four to seven years of experience in a related field in which two to four years is experience in the supervision of others; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties

RESPONSIBILITIES:

The Director of Student Development/Services is accountable for attracting, retaining and providing services conducive to positive experiences and development of students at the College through effective performance in these essential functional areas:

- . Program planning and development;
- . Service delivery;
- . Development and management of staff;
- . Budget and fiscal management.

In addition to the accountabilities listed above, the position is required to carry out the essential duties of:

- Attendance and participation at convocation and commencement ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at committee, staff, informational and professional meetings.

These may involve attendance at evening or weekend events.

The incumbent is required to maintain currency in the position's required fields of professional expertise and competencies including required computer skills and other bodies of knowledge required for job proficiency.

The incumbent is required to maintain complete confidentiality of student records and other materials of a confidential nature.

The position manages the work of professionals who provide student services in the functional fields assigned to the Division.

The position is required to have extensive cooperative and collaborative relationships with faculty, students, staff, the public and with professionals in peer organizations and professional associations. The incumbent is expected to represent the College in a positive manner. A major function of the position is leading collaborative efforts for retention of students.

For more information about this position, including a full position description please see our website at: <http://qvcc.edu/human-resources/employment-opportunities/>

TO APPLY: EMAIL a completed Community College application (Applications can be found on the QVCC Human Resources website - <http://qvcc.edu/human-resources/employment-opportunities/>), current résumé, letter of intent, unofficial college transcripts, and the names, addresses and telephone numbers of three references to:

Applications will be accepted until July 27, 2018.

Lois Kelley, Human Resources Assistant at lkelly@qvcc.commnet.edu

PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Quinebaug Valley Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record in its programs or activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Paul Martland, Section 504/ADA Coordinator, EEO Officer and Title IX Coordinator, pmartland@qvcc.edu, 860-932-4124; Quinebaug Valley Community College, 742 Upper Maple Street, Danielson, CT 06239