



Position Title:	Director		
Reports To:	Dean of Student Services		
Department:	Retention & Transition Services	Job Code:	0122
Prepared By/Date:	Vanya Albury/07-27-2010	Job Group:	PEC
Approved By/Date:	Sol Gonzalez/07-27-2010	Salary Grade:	18
Revised:	Jennifer C. Brito/08-6-2010	FLSA Status:	Exempt

Summary:

The Director of Retention and Transition Services is responsible for developing, implementing and evaluating programs and services of the area which is comprised of: Disabled Student Services and Advisement and Career Services. The Director also has the administrative responsibility of hiring, training, supervising, and evaluating all personnel according to College policies and procedures.

Essential Duties and Responsibilities:

- Oversees the areas which provide student support activities and resources including advising, career exploration, employability skills, and ACCESS/Disability services.
- Hires, fires, supervises, and evaluates personnel.
- Develops, implements and evaluates the campus's student retention plan including First Year Experience activities.
- Collaborates with campus faculty and student services staff to increase student retention rates.
- Maintains a referral system from faculty and staff to target students needing additional support regarding personal and/or academic issues and refer students to other sources of counseling or community services as needed.
- Makes recommendations and implements College policies, procedures, and guidelines related to student services functions.
- Assists students with clarifying their academic and career goals and resolves student issues as needed.
- Serves on Campus and College committees.
- Prepares and maintains budgets.
- Coordinates the training of department and appropriate college personnel.
- Oversees the verification of graduation eligibility.
- Disseminates information about articulation agreements and the rights of transfer students.
- Establishes linkages with MDC schools and academic departments to expose students to programs, services, resources and internship opportunities.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge and understanding of Miami Dade College policies and procedures
- Knowledge and understanding of all student services processes, enrollment trends and knowledge of the Miami Dade College and the Miami Dade College academic curriculum
- Employee development and performance management skills
- Strong leadership qualities to promote excellent customer service in handling of student services
- Excellent computer skills, including string knowledge of Odyssey, a computerized student information systems, word processing, and spreadsheet processing software
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse multi-ethnic and multi-cultural community
- Ability to develop and interpret enrollment management statistics
- Ability to prepare and manage budgets

- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments
- Ability to train staff and faculty
- Ability to work in a multiethnic and multicultural environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in Education, Psychology, Counseling or other related field with a minimum of nine (9) years of administrative experience in an academic environment or Master's degree in Education, Psychology, Counseling or other related field with a minimum of five (5) years of administrative experience in an academic environment
- Possess demonstrated leadership and creative accomplishments in the area of student service programs and/or in an administrative role at an institution of higher learning
- Must be able to work a flexible schedule, including day, evenings, and weekends

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name