



Position Title:	Director of Student Services		
Reports To:	Executive Director		
Department:	Virtual College	Job Code:	0123
Prepared By/Date:	Jennifer C. Brito/01-06-2010	Job Group:	PEC
Approved By/Date:	Ruth Ann Balla/01-06-2010	Salary Grade:	17
Revised:		FLSA Status:	Exempt

Summary:

Serves as lead of student services for the Virtual College with responsibility for directing all student related activities and is an integral member of the Virtual College management team.

Essential Duties and Responsibilities:

- Directs the activities of all students services for the Virtual College, but are not limited to : enrollment management, orientation, registration, testing, academic advisement, scholarships, job placement, career and transfer, international students services, disabled student services, veteran's affairs, student life and student-related activities
- Provides leadership, direction and supervision to students and staff
- Participates in the budget development and implementation with responsibility for monitoring assigned budgets
- Participates in the identification and review of online student needs and interests and provides for positive response to such changing needs
- Participates in the implementation of the College policies, procedures, and guidelines
- Participates in developing and implementing Virtual College initiatives
- Serves on assigned College councils and assists in college-wide planning, implementation and evaluation of assigned disciplines or programs
- Provides leadership in planning and implementing counseling and staff development activities and the development of new educational programs to meet the needs of the online community
- Interprets federal and state guidelines and works with the appropriate college departments to ensure compliance
- Administers all aspects related to student discipline for online students
- Works with Executive Director of the Virtual college and other staff to assure Virtual College needs are met
- Participates in the development of grant opportunities for the Virtual College
- Promotes an environment supportive of the College mission and vision, student-centered services and teaching excellence
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of college educational philosophy and top management administrative practices and procedures; college curricula and instructional programs
- Knowledge of the goals, objectives, structure and operations of major college institutions
- Knowledge and skill in communicating effectively utilizing public relations principals and practices
- Knowledge of college policies and procedures
- Knowledge of technological systems as they apply to instructional, administrative and workplace needs particularly learning management systems

- Strategic planning skills to effect change in a multi-cultural environment
- Skill in employee development and performance management
- Strong leadership skills that promote dedication, creativity, innovation and growth
- Ability to develop and interpret financial data/plans and manage resources
- Ability to think, reason, and make sound judgment on how responsibilities are completed in compliance with college standards and guidelines
- Ability to work effectively in a multi-ethnic-cultural environment with students, faculty, and staff
- Ability to speak effectively to employees, faculty, staff and community groups

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 regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

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.

- Masters in instructional design, technology or related discipline and four (4) years of senior level experience in higher education or equivalent managerial skills
- Possess demonstrated leadership and creative accomplishments in the area of student service programs and/or distance learning.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name