



JOB DESCRIPTION

JOB TITLE: Director of Building Bridges to Success	FLSA: Exempt
Department: Student Services	Date: 6/7/2017
Security Sensitive: Yes	Grade: C-51
Reports To: Vice President of Student Services	

Job Summary

This grant funded position provides leadership and oversight of the Department of Education’s TRIO program, Building Bridges for Success. The Program Director is responsible for overseeing the planning and implementation of all program activities in coordination with Galveston College and program staff. The Director serves as a liaison to Galveston College’s Administration and reports directly to the Vice President of Student Services, with accountability to the U.S. Department of Education.

Essential Functions

- Serves as the chief liaison between the College and the Department of Education related to the Special Services Program and to assure that all grant operations are in compliance with the U.S. Department of Education General Administrative Regulations (EDGAR);
- Coordinates activities to facilitate maximum utilization of human and financial resources;
- Serves on appropriate College committees pertaining to the BBS Program;
- Ensures the development and execution of effective evaluation systems to assess the program’s outcome as well as institutional objectives;
- Prepares and submits timely programmatic and financial reports to the U.S. Department of Education;
- Identifies and recruits program personnel as addressed by GEPA/Department of Education General Provision Act;
- Monitors the progress of all phases of the various program components;
- Assists in the appropriate disposition and inventory accounting of all equipment including intellectual properties acquired under the grant;
- Maintains knowledge about Student Support Services/TRIO, Department of Education policies, grant terms, and conditions so that the program operates with total compliance throughout the funding period;
- Manages and monitors the BBS project; approves all budget expenditures;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;

- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities

- Minimum of a Master’s degree in education, social science, counseling, or a related field and at least three years of experience working with disadvantaged, underrepresented students in an educational setting.
- At least three years of experience managing programs related to TRIO Student Support Services, including supervising staff, managing budgets, directing and overseeing the collection and analysis of program data and producing evaluation reports. (Background similar to participants preferred).
- Strong service orientation towards students;
- Knowledge and skill in the use of integrated software systems and Microsoft applications;
- Skill in establishing and maintaining effective working relationships with students, faculty, staff and the public;
- Skill in facilitating and modeling a quality Customer Service Orientation;
- Ability to work effectively with ethnic, cultural and diverse student population;
- Ability to think “outside the box” and to lead and manage change in a positive and inclusive manner.

Work Environment

- This position is primarily sedentary, working at a desk in a climate controlled environment or in attending meetings with little exposure to environmental or work hazards.

Special Requirements

- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date

