

Brandeis University seeks to hire a Director for the Student Support Services Program (SSSP) to provide overall leadership and budgetary oversight. This person will be responsible for management of the program in accordance with institutional and federal regulations. This person is responsible for communicating the objectives of the program to the University community, including faculty, administration, and students and also conducts program evaluation to determine the program's progress and areas for improvement. The Director works to positively impact the campus climate.

Examples of Key Responsibilities:

- Supervises directly three professional staff, including a full time Assistant Director, a full time Program Advisor, and a part time Senior Department Coordinator. Recruits, hires, train, and provides on-going supervision, and evaluation of staff. Ensures coordination between staff positions and each position's programming responsibilities and resolve staff conflicts.
- Manages approximately \$300,000, according to university and US Department of Education guidelines. Prepare funding proposals, grant reports, continuation applications, and annual reports. Maintains regular contact with the Department of Education to ensure all grant related requirements are being fulfilled.
- Designs the model of how services are delivered to participants. Oversees recruitment, selection and enrollment of Student Support Services Project participants, working collaboratively with the Office of Admission, Office of Student Financial Services, and within Academic Services. Analyzes and assesses individual and group needs. Uses a comprehensive strategy that integrates advising in the following areas: academic, financial aid, career/graduate school and personal support to students throughout their collegiate experience.
- Analyzes and assesses student needs. Establish and build relationship, and monitor student progress to maintain continuity of advising relationships with high-needed population in order to meet retention and graduation objectives of federally funded SSSP grant. Assists students in negotiating relationships with faculty , selecting classes and majors, acquiring efficient study skills, and researching and applying to scholarships, internships, and fellowships, and applying to jobs and graduate level
- Designs evaluation methods to measure the overall effectiveness of Student Support Services and the programs therein. Track Retention rates, graduation rates, and student satisfaction rates. Prepare quantitative and qualitative reports on the program and student success. Prepares and submits the annual performance report (APR) to the federal government.

Qualifications:

- Master's Degree required
- 3-5 years of progressively responsible administrative experience working with students of diverse backgrounds, preferable in higher education.

- Previous supervisory experience including the ability to lead teams to accomplish project goals. Experience in program administration including developing and monitoring budgets and in conducting quantitative and qualitative program evaluation.
- History of developing effective models for fostering student retention and cultural competency. Knowledge of academic advising, counseling techniques, financial aid policies and learning disabilities.
- Ability to work with all facets of university, including faculty, staff, senior administration, and students. Excellent written and oral communication skills, strong technology skills.

How to Apply:

Submit cover letter and resume as a single document at <http://www.brandeis.edu/humanresources/jobs/external.html>. Elect option for "External Applicant". Sort the job listing by clicking the Job ID column heading. Locate the desired job listing. Click the job title and then Apply Now.

Closing Statement:

Brandeis University is an affirmative action/equal opportunity employer and encourages minorities, women, disabled individuals, and eligible veterans to apply. It is the policy of the University not to discriminate against any applicant or employee on the basis of race, ancestry, color, religion, sex, sexual orientation, age, genetic information, national origin, disability, veteran status, or on the basis of any other legally protected category.