

St. Petersburg College

POSITION DESCRIPTION

POSITION TITLE: **Director of Baccalaureate Program Student Success**

DEPARTMENT: **Baccalaureate**

SITE: **Various**

SALARY SCHEDULE: **APM**

GRADE: **D**

BASIC FUNCTION:

Under the direction of the Baccalaureate Programs, the Director coordinates, directs, supervises and evaluates the baccalaureate student services. The Director will encourage a strong team environment where each staff member is comfortable bringing forward student services issues and ideas for improvement.

RESPONSIBILITIES:

- Develops and sustains an overall vision for all baccalaureate student services by researching, recommending, implementing, monitoring, and continuously improving baccalaureate student success initiatives.
- Supervises all baccalaureate counseling and advising staff and services by providing guidance, support, direction and leadership.
- Works in collaboration with various college offices and committees to promote successful student transfer to SPC's baccalaureate programs and to ensure correct information is provided to potential and current students.
- Demonstrates initiative in assuming new assignments to address the needs of students and the department and assists baccalaureate administration with ad hoc projects.
- Communicates and coordinates baccalaureate needs with central records to ensure a timely and accurate admission, progression, and graduation process.
- Reviews all baccalaureate curriculum and BOT rules from a student perspective and works with individual programs to minimize the impact of changes on students, registration, and graduation requirements.
- Provides technical assistance to baccalaureate staff utilizing various student service software applications.
- Coordinates needed documentation and training for all baccalaureate counseling and advising staff.
- Provides support and coverage to all baccalaureate counseling and advising staff, on an as needed basis, by having a strong working knowledge of all baccalaureate programs.
- Performs related work as required.

EDUCATIONAL REQUIREMENTS:

Master's degree in Counseling or a Master's degree with a minimum of eighteen (18) graduate hours in Counseling (other related areas will also be considered, such as College Student Personnel, Psychology, etc).

EXPERIENCE REQUIREMENTS:

Minimum of five (5) years of experience in higher education student services or a related higher education field. Minimum of three (3) years of experience counseling and advising baccalaureate students. Minimum of three (3) years of experience utilizing a student information data system (PeopleSoft preferred). Minimum of two (2) years experience supervising college counseling and advising staff. Experience in planning and implementing programs or events related to college student success initiatives.

KNOWLEDGE/ABILITIES/SKILL REQUIREMENTS:

Ability to work in a team environment and successfully manage multiple tasks and projects simultaneously.

Evidence of organizational, project management, program development, problem identification, problem solving, and resolution skills. Ability to work with a variety of people, to think creatively, and to successfully execute new initiatives. Ability to collect, review and analyze data and statistics for the purpose of improving the delivery of services to students. Ability to maintain good working relationships and relevant communication with administration, staff, students, and the community using written and verbal communication skills.

Revised: 05/2010 GC