UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION
Assistant Director-Educational Success Center, Program Director Student Support Services (TRIO)
Disability Services/ADA Coordinator
Educational Success Center

Working Title: Assistant Director of Educational Success Center, Program Director Student Support Services (TRIO), Disability Services/ADA Coordinator

Hays Hills Title/Level: Assistant Director, Educational Support Services (M), 12-month renewable, 1.0 FTE

Position Reports To: Director of Academic Advising, Career Services, and the Educational Success Center

Position Summary:
The Assistant Director of the Educational Success Center (ESC) provides leadership and general oversight of the Center. The Assistant Director also serves as the Director of the TRIO Student Support Services Program and the coordinator of Disability Services. As Director of Student Support Services (SSS), this position is responsible for writing, administering, and managing the SSS grant. The Assistant Director supervises ESC staff, manages the ESC budget, ensures compliance with UW-System, state and federal disability regulations and guidelines, and oversees day-to-day operations in the Center. In collaboration with the Director, the AD provides leadership for campus-wide student-service, retention, and recruitment initiatives.

Duties and Responsibilities:
1. Oversee all programs and services provided by the Educational Success Center including, but not limited to, tutoring, testing, and disability services, supplemental and developmental instruction, and the Student Support Services and Bridge Programs.
2. Administer the Student Support Services grant: manage budget, develop budget requests, and negotiate budget allocations in accordance with relevant Department of Education regulations.
3. Write and submit the Student Support Services federal grant, prepare the Annual Performance Report and other reports in accordance with federal and UW-System requirements and UW-Superior needs.
4. Advise a caseload of SSS participants—develop success plans, provide assistance with course selection, scholarship and grant applications, and make referrals as needed.
5. Provide day-to-day supervision of Educational Success Center staff, including hiring, training, and conducting annual performance evaluations, in conjunction with the Director of Academic Advising, Career Services, and the Educational Success Center.
6. Ensure the strong academic focus of campus-wide tutoring, supplemental instruction, and early intervention programming for all UW-Superior students.
7. Provide eligible UWS students with disabilities with support, direction, advocacy, and strategies to remediate the impact of their disability in accordance with the principals of the Americans with Disabilities Act (ADA), ensure University compliance with universal design and represent the University with all UW-System disability services meetings and activities.
8. Oversee budgeting and staffing for Disability Services.
9. Collaborate with Enrollment Management, Academic Affairs, Student Affairs, and Athletics to ensure consistency, high-quality programming that is relevant for all UW-Superior students.
10. Other duties as requested.

Knowledge, Skills, and Abilities:
- Knowledge of the needs of nontraditional, minority, low-income, and students with disabilities.
- Ability to write and administer a large grant, interpret federal regulations, and prepare reports.

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• Knowledge of federal and state ADA regulations and their application in a university setting.
• Knowledge of disability rights, responsibilities, and requirements.
• Knowledge of and experience with implementing and/or supporting student retention initiatives.
• Knowledge of student development theory and principles.
• Ability to manage and monitor multiple budgets.
• Ability to work with and commit to serving the needs of nontraditional, minority, and disadvantaged students.
• Ability to provide leadership, coordination, direction, and supervision for students and Student Support Services staff.
• Skill in managing a diverse team of staff members who run related, but separate programs.
• Ability to work collaboratively with faculty, staff, and administrators.
• Ability to read and understand various standardized test evaluations and medical reports.
• Ability to communicate effectively, both verbally and in written format.
• Ability to attend events on evenings and weekends, and travel as necessary.

**Required Qualifications:**
• Master’s degree from an accredited institution in education, counseling, student personnel, or a related area.
• Experience managing, designing, or implementing a TRIO or other significant program.
• Successful experience in staff supervision, budget management, program planning, and/or implementation.
• Demonstrated experience in providing services to students from underrepresented populations.

**Desirable Qualifications:**
• Ph.D. or doctorate in education, counseling, student personnel, or a related area.
• Experience in grant writing, data collection and program evaluation.
• 5 or more years of experience working with low-income, first generation, and/or students with disabilities.
• Experience overseeing and managing a federal TRIO grant.