Position Description:
Assistant Director, Educational Support Services
Department of Student Support Services

Working Title: Assistant Director, Educational Support Services
Hays Hills Title/Level: Assistant Director, Educational Support Services (M), Associate, 12-month renewable, 1.0 FTE
Position Reports To: Director, Student Success

Position Summary:
The Assistant Director of Educational Support Services is responsible for the administrative leadership for the Educational Student Support Services program, supervising programs, managing staff and unit resources and overseeing the development and implementation of programs and services. The Assistant Director serves as the Disability Services Officer and UW-Superior ADA Coordinator. The position is responsible for management and development of all Educational Student Support Services activities including Access/Bridges Programs, ASSIST (early warning program), the UW-Superior Testing Center and providing quality tutor labs and instruction. The Associate Director provides supervision of staff and management of the fiscal operations of the unit including administration and proposal writing of the Student Support Services federal grant. As the Disability Services Officer and ADA Coordinator, the incumbent will ensure compliance with state and federal statutes and regulations and UW System guidelines.

Duties and Responsibilities:
1. Coordinate the remedial programs run through Student Support Services; monitor productivity of the remedial, IDS and mathematics courses which include overseeing comprehensive and expanded tutorials, providing administrative support, and coordinating program activities with English/Mathematics departments and university administration.
2. Promote a strong academic focus.
3. Develop, negotiate and oversee seven (7) project budgets.
4. Administer the Student Support Services budget, develop budget requests, and negotiate budget allocations in accordance with relevant Department of Education regulations; 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.
5. Use career tools and personal interviews to help participants arrive at a major to complement their career choice; advise grant-eligible undeclared students into appropriate classes; guide advisees in selecting classes in line with their skill level.
6. Work toward building and maintaining close ties with the university community.
7. Provide University students who have disabilities with the support, direction, advocacy, and strategies to remediate the impact of their disability; in concert with the principals of ADA, work toward developing a University that complies with Universal Design and represents the University with all UW-System DSS meetings and activities.
8. Address ADA concerns for the University community; which covers staff disability issues and physical structure issues; monitor related Budget, represent the University with all system ADA concerns.
9. Direct and supervise Education Support Services staff, including hiring, training, and conducting annual performance evaluations.
10. Contribute to the University through involvement in committees and projects.

Revised July, 2014
11. Other duties as requested.

**Knowledge, Skills, and Abilities:**

- Knowledge of student development theory and principles.
- Knowledge and ability to advise and work with nontraditional, minority, disabled and disadvantaged students.
- Knowledge of and experience in writing grants and proposals, interpreting federal regulations, prepare both narrative and fiscal reports as well as develop and manage budgets.
- Knowledge of federal and state ADA regulations and compliance issues as they apply to the university setting.
- Knowledge of disability rights, responsibilities and requirements.
- Knowledge of disability documentation requirements and laws regarding the University’s rights and responsibilities.
- Knowledge of services for students with physical and neurological disabilities in a university setting.
- Skill and experience in using software to manage budgets.
- Ability to provide leadership, coordination, direction and supervision for Student Support Services staff and encourage staff cohesiveness.
- Ability to work with and commitment to serving the needs of nontraditional, minority, and disadvantaged students.
- Ability to work collaboratively with a wide array of faculty, staff and/or administrators.
- Ability to work with students with diverse and/or disadvantaged populations and backgrounds. 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.
- Ability to provide leadership, coordinate, direct and supervise staff and students.

**Required Qualifications:**

- Master’s degree from an accredited institution in education, counseling, student personnel, or a related area.
- Three (3) years’ experience in a leadership role in a student services, TRiO, or related area.

**Desirable Qualifications:**

- Ph.D. or doctorate in education, counseling, student personnel, or a related area