

California State University, Fresno Foundation

PROGRAM DIRECTOR – TRIO DISABLED STUDENT SUPPORT SERVICES (SSSD) JOB ANNOUNCEMENT #22-372

POSITION SUMMARY:	<p>Full-time, benefited position with the TRiO Student Support Services/Disabilities program through the California State University, Fresno Foundation. Under the general direction of the Director of Services for Students with Disabilities (SSD), the Program Director of the TRIO Disabled Student Support Services (SSSD) Program is responsible for the organization, planning, implementation, continuous review, and analysis of the TRIO Student Support Services grant. The Program Director provides academic leadership, in partnership with SSD in serving as an integral member of the college and campus administrative teams. This position is also responsible for advising, counseling and leading small group activities for under-prepared college students and disabled college students. A primary focus of this position is to improve the retention of disabled students who become participants of the Disabled Student Support Services program.</p>
MAJOR DUTIES:	<p>Under the general direction of the Director of Services for Students with Disabilities, the incumbent will be responsible for the following. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Plan, organize and coordinate implementation of the activities, services and operations of the TRiO Student Support Services-Disabilities grant project, including oversight of resources, TRiO SSSD personnel, and outside evaluators. • Development and implementation of program activities which will aid participating students in their academic, career, personal and organizational success. • Maintain cooperative relationships with faculty and college staff, and maintain relationships with business, labor, industry, governmental agencies, and community organizations. • Manage the program budget and reporting for the TRiO Grant in collaboration with campus accounting and budgeting programs. • Coordinate meetings, set agendas, and maintain meeting records. • Establish and maintain accurate, timely and complete recordkeeping processes, ensuring that all grant reporting requirements and restrictions are observed. In conjunction with the Foundation Financial Services, coordinate and compile data and prepare grant reports. • Administer data regarding participants and program outcomes; conduct research regarding program effectiveness and student tracking; and create and/or archive project documentation. • Prepare and submit monthly reports on program activities and accomplishments to the Director of SSD, and other members of the university community. • Communicate the objectives and outcomes of the program to grant staff, administrators, other university personnel, and the grant program officer. • Attend meetings required by funding sources, which may require out-of-state travel. • Attend conferences relevant to the program and keep current with trends and developments in the fields of learning outcomes, assessment, and basic skills education. • Collaborate with public information staff to develop public relations materials and media information for distribution. • Work with the caseload of up to 60 students to develop Individual Plans for Academic Success (IPAS). • Advise TRIO SSSD students regarding academics, financial aid, internships, graduate school, scholarships, career options, and make appropriate as campus and community referrals as needed • Maintain up-to-date individual student records and reports. • Assist with the direction and formulation of policies and programs that yield assistance to disabled and/or low-income students in obtaining services available at the University campus. • Development and implementation of activities to promote student persistence and student growth. • Assist with improving the awareness of University faculty and staff about the needs of the Disabled and/or low-income student and assist in informing the University community about the goals, objectives and services of the Program.

	<ul style="list-style-type: none"> • Assist in identifying and/or selecting eligible students to participate in the Program. • Make referrals of participants to the Tutorial Coordinator for tutorial needs. • Assist participants with their orientation to general academic life and its requirements. • Perform other job-related duties as assigned.
QUALIFICATIONS & EXPERIENCE:	<p>Required:</p> <ul style="list-style-type: none"> • Master's degree (M. A.) or equivalent from an accredited college or university in a related field of study such as rehabilitation counseling, special education, counseling, psychology, sociology or other related field. • Three (3) years of full-time professional education and/or student services work including development, implementation, and management of similar education preparation program(s). • Two (2) years of student advising experience, including personal, career, and academic counseling for general and/or special student populations. • Experience working with disabled populations, preferably students in post-secondary education. • Ability to work effectively with low-income, first generation, and disabled students in need of academic assistance, their families, and college personnel. • Strong communications skills (written and verbal) and the ability to present complex academic information to diverse audiences. • Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet, and database management software) including the Internet. • Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Fresno State students, faculty, staff and community. • They must pass a criminal background check <p>Preferred:</p> <ul style="list-style-type: none"> • Two (2) years of experience in post-secondary education, especially community college experience. • Two (2) years of experience in an administrative capacity with responsibility for supervising staff, project management, budgeting, and report generation. • Experience in working with post-secondary students with disabilities. • Academic advising, transfer planning, enrollment process, and career decision making. • Grant management experience, including staff supervision and budget management.
SALARY:	\$5,833.33 - \$6,008.33 per month. Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.
DEADLINE:	Application review begins Wednesday, September 14, 2022. Position will remain open until filled.
TO APPLY:	<p>Visit the Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html to locate and print job application. Please submit application, resume and cover letter to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> <p>Application & resume may be e-mailed to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.