

# California State University, Fresno Foundation

## PROGRAM DIRECTOR – TRIO-DISABILITY STUDENT SUPPORT SERVICES

### JOB ANNOUNCEMENT #24-600

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position with the TRIO-Disability Student Support Services through the California State University, Fresno Foundation.</b> Under the general direction of the Vice President of Student Affairs/Dean of Students, 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. 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>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Typical duties will include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Development and implementation of program activities which will aid participating students in their academic, career, personal and organizational success.</li> <li>• Manage the program budget and reporting for the TRIO Grant in collaboration with campus accounting and budgeting programs.</li> <li>• Coordinate meetings, set agendas, and maintain meeting records.</li> <li>• 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.</li> <li>• Administer data regarding participants and program outcomes; conduct research regarding program effectiveness and student tracking; and create and/or archive project documentation.</li> <li>• Prepare and submit monthly reports on program activities and accomplishments to the Director of SSD, and other members of the university community.</li> <li>• Attend meetings required by funding sources, which may require out-of-state travel.</li> <li>• Attend conferences relevant to the program and keep current with trends and developments in the fields of learning outcomes, assessment, and basic skills education.</li> <li>• Work with a caseload of up to 30 students.</li> <li>• Advise TRIO SSSD students regarding academics, financial aid, internships, graduate school, scholarships, career options, and make appropriate campus and community referrals as needed.</li> <li>• Maintain up-to-date individual student records and reports.</li> <li>• Development and implementation of activities to promote student persistence and student growth.</li> <li>• Coordinate the recruitment and selection of program participants.</li> <li>• Perform other job-related duties as assigned.</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• 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 fields.</li> <li>• Three (3) years of full-time professional education and/or student services work including development, implementation, and management of similar education preparation program(s).</li> <li>• Two (2) years of experience in an administrative capacity with responsibility of supervising staff, project management, budgeting, and report generation.</li> <li>• Two (2) years of student advising experience, including personal, career, and academic counseling for general and/or special student populations.</li> <li>• Experience working with disabled populations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to provide effective leadership and supervision to program staff and students, including day-to-day direction, evaluating quality of work, and addressing performance concerns as needed.</li> <li>• Knowledge of federal, state, and local laws, codes, and regulations related to the ADA/ADAAA, the Rehabilitation Act and including Title V Regulations.</li> <li>• Ability to interpret, apply, and explain applicable federal, state, and district laws, regulations, policies, and procedures related to assigned functions and Federal Grant management and reporting.</li> <li>• Ability to work independently, manage multiple tasks simultaneously, and meet all deadlines.</li> <li>• Ability to work effectively and serve as an advocate for low-income, first generation, and disabled students in need of academic assistance.</li> <li>• Strong written and verbal communication skills and the ability to present complex academic information to diverse audiences.</li> <li>• Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet, student accommodation management software, and database management software) including the internet.</li> <li>• Knowledge of FERPA guidelines in maintaining confidentiality of records and information.</li> <li>• Strong interpersonal skills to establish effective working relationships with students, parents, faculty/staff, administrators, and community representatives. Understanding of and sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Fresno State students, faculty, staff, and community.</li> <li>• Ability to work some weekends and evenings as required.</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Two (2) years of experience in post-secondary education.</li> <li>• Experience in working with post-secondary students with disabilities.</li> <li>• Experience with grant writing.</li> <li>• Knowledge of the operations, services, and activities of a TRIO Student Support Services Program.</li> <li>• Knowledge of the post-secondary academic setting, college financial aid process, and college admission process and graduation requirements</li> </ul>
<b>SALARY/BENEFITS:</b>	<b>\$66,560 - \$75,000 per year.</b> Salary will be commensurate with experience and qualifications. Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.
<b>DEADLINE:</b>	<b>Application review begins April 24, 2024; open until filled.</b>
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application.</p> <p>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></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.*

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