



Position Description - Unclassified

Position Status:

Position Title		Position Number
Assistant Director		E99836
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	FLSA
12 mos.	07/01/21 – 06/30/22	Exempt
Position Type	Regular/Short-Term	
Full-Time	Regular	
Work Location	Department/Division	
Monmouth	Academic Affairs/Student Enrichment Program	
Reports to	Reports to Position Number	
Director	E99439	
Incumbent	University ID #	
TBD		

Program Information:

A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.
<p>The Division of Academic Affairs fosters students' academic, personal and professional growth; educates students to respect and appreciate diversity; and prepares students to be responsible and engaged citizens in a global community. The Student Enrichment Program (SEP) is one of the units within the division of Academic Affairs dedicated to support the academic mission of the university.</p> <p>SEP is, in part, a federally-funded TRIO – Student Support Services grant program that provides services to students who are either first-generation, low-income, or have documented disabilities. Student participants in SEP must qualify under guidelines established by the federal government and WOU. A full-time director administers the department, which is currently funded by the federal government to serve 250 students each year. In 2007, 2010, 2015, and 2020 the project received funding from WOU to serve up to an additional 200 students. An assistant director provides additional grant oversight, staff supervision, and course instruction. Five educational advisors provide personal guidance, academic advising, and special instruction in writing, study skills, and career exploration. The administrative program assistant is the principal support person in the office providing clerical, file management, receptionist functions within the office, and also supervises part-time student workers.</p> <p>SEP exists to help retain students in their academic pursuits until they graduate from WOU. SEP coordinates and provides advising, programming, referral and resource information designed to assist students in their successful accomplishment of academic and life skills. Specifically, SEP's objectives are to assist students in academic, career, cultural, financial, personal and social areas as individual needs are assessed.</p>
B. Describe the purpose of this position and how it functions within this program.
<p>The purpose of this position is to assist program participants in the successful completion of their academic, personal, and career goals. This position provides the initial and primary advisement to the program's participants. The Assistant Director will provide the primary advisement to approximately 30 active program participants. This individual will meet with students on a regular basis to monitor, motivate, provide counsel, and support the participant's academic, career, personal, financial, social and cultural needs.</p>



In collaboration with the director and other staff members, this position will facilitate and promote the delivery of services in collaboration with Student Success and Advising, Writing Center, Office of Disability Services, Multicultural Student Services and Programs and other university student services and academic units. This position will also facilitate and promote seminars, workshops, and educational presentations for all participants. The Assistant Director will be required to document the time spent with each participant and the nature of each contact session.

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised

Percent of time	
30%	Grant Administration/Grant-Funded Staff Supervision. The Assistant Director will assist the Director with TRIO-SSS Grant Administration, including participant selection, annual reporting, administration of grant-required services, and re-application for future grants. Also included is the planning and monitoring of annual budgets, under the supervision and with the approval of the Director. The Assistant Director will supervise all grant-funded Educational Advisors. This includes providing regular feedback and conducting annual reviews.
30%	Special Projects and Course Instruction The Assistant Director, in collaboration with the director and other staff members, will help develop and deliver a Summer Bridge orientation program (Destination Western) for incoming SEP participants, and will be periodically requested to provide design, content, and instruction for additional SEP courses on topics including high school to college transition, financial literacy, career preparation, and graduate school preparation. All program staff will be requested periodically to contribute to the design and content of SEP coursework. The Assistant Director will teach a General Education First-Year Seminar for first year students.
5%	Professional Development The Assistant Director will attend (with the approval of the Director) conferences and workshops to facilitate professional development as required by federal TRIO Student Support Services programs. The advisor will share the knowledge gained at professional development training with program staff.
10%	Other duties as assigned The Assistant Director may contribute to on-campus programs targeting enrolled or admitted students who may be eligible for student support services. All program staff will be requested periodically to contribute to the design and content of SEP publications and announcements (i.e. newsletters, flyers, brochures, etc.) This position will be requested occasionally to represent SEP to currently enrolled and accepted students of the university. This position will be requested periodically to make academic presentations to guests of



other TRiO related programs and underrepresented student populations (i.e. high school and community college TRIO participants, CAMP, Unidos, Students of Color Conference, AVID, etc.)

The Assistant Director will serve on university committees, as needed (with the approval of the Director), in order to foster an institutional climate supportive of the success of program participants.

Occasionally, this staff position will be requested to collect and provide data to support the submission of interim and annual reports and continuation grants to the federal government.

B. Required Qualifications

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- A master's degree in counseling, education, student services or a related field.
- A minimum of three years of professional experience and demonstrated ability in successfully working with diverse student populations (i.e. traditionally underrepresented groups, students with disabilities, and/or students who possess diverse academic, economic, and cultural needs.) in an educational setting.
- Flexibility to work occasional weekend and evening hours will be required.

C. Preferred Qualifications

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- Experience in the areas of staff supervision, budget management, and reporting and compliance with federal regulations.
- Formal training and/or work experience in programming that promotes the annual persistence, good academic standing rates, and college graduation rates of TRIO-eligible students.
- Professional experience working in a TRIO Program or similar related grant project/program for disadvantaged and at-risk college students.
- A background or personal experience similar to program participants, i.e., traditionally underrepresented groups, students with disabilities, and/or students who possess diverse academic, economic and cultural needs, are preferred.
- Bilingual competency in Spanish is desirable.

D. Knowledge Areas

List the major areas of knowledge that are required to perform the duties of this position.

- Knowledge, experience, and training in counseling methods and techniques for a diverse student population.
- Knowledge, experience and training in facilitating small group activities and delivering instruction to individuals and in classroom settings.
- Knowledge, experience, and training in the use of educational diagnostic instruments is desirable.



Budget Authority:

Indicate the level of the position's responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.		
<input type="checkbox"/>	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$0
<input type="checkbox"/>	Delegated authority to monitor budget	\$0
<input type="checkbox"/>	Limited approval authority for purchase	\$0
<input checked="" type="checkbox"/>	Purchase only with higher level approval	\$0

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.			
<input type="checkbox"/>	Hire	<input checked="" type="checkbox"/>	Assign Work
<input type="checkbox"/>	Transfer	<input type="checkbox"/>	Recommend salary adjustments
<input type="checkbox"/>	Discipline	<input checked="" type="checkbox"/>	Approve requests (i.e. leave)
<input type="checkbox"/>	Dismiss	<input checked="" type="checkbox"/>	Respond to complaints/grievances
<input type="checkbox"/>	Layoff	<input checked="" type="checkbox"/>	Conduct performance assessments
<input type="checkbox"/>	Promote	<input checked="" type="checkbox"/>	Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
<input type="checkbox"/> Teaching faculty	0	0
<input type="checkbox"/> Classified staff	0	0
<input checked="" type="checkbox"/> Unclassified staff	2	2
<input type="checkbox"/> Student Employees (average per term)	0	0
<input type="checkbox"/> Other (specify)	0	0

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.
The Assistant Director will assess the needs of program participants in order to define and recommend an educational plan to aid in the participant's persistence toward their educational goals. This position, in collaboration with the director, will deliver the content for the Summer Bridge program or Destination Western as well as the courses/workshops/presentations scheduled to be delivered to program participants by this staff member. After reasonable attempts to confer with the Director, in the absence of the Director, the Assistant Director will make decisions related to program and staff policy, within the confines of Budget and Supervisory Authority.



Additional Information:

List any additional information that would help describe the nature of the position.
Embraces diversity and actively collaborates effectively with a variety of students, staff and the public from diverse cultural, social, economic and educational backgrounds.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		