



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base
Ayers Campus

Created on: 2/6/2023
Revised on: 2/24/2026

Job Title	Salary Schedule	Grade	Job No.
Assistant Director - Student Support Services	C3		AD9938
Reports To	FLSA Status	Grant Funded	Tenure Track
Director of Student Support Services	Exempt	Yes	No

JOB SUMMARY: The Assistant Director of Student Support Services is responsible for the overall operation of the Ayers Campus location of the Student Support Services project as described in the approved grant.

Direct Supervisory Responsibility: YES NO

QUALIFICATIONS:

- ◆ Master's Degree preferred in Education, Counseling, Higher Ed. or related field **from an approved U.S. Department of Education accredited institution**

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Experience working with low-income, first generation, and/or disabled students
- ◆ Good written and oral communication skills
- ◆ Good supervisory and interpersonal skills
- ◆ Experience in administration, teaching, or similar background
- ◆ Organizational skills and ability to work under pressure to meet deadlines

ESSENTIAL DUTIES and RESPONSIBILITIES:

- ◆ Supervises Ayers Campus Student Support Services (SSS) staff
- ◆ Manages the Ayers Campus project budget and expenditures from the grant
- ◆ Selects participants who meet federal grant eligibility requirements
- ◆ Approves the hiring of qualified tutors and coaches to assist SSS participants
- ◆ Prepares and submits reports on time
- ◆ Conducts effective evaluation procedures to measure stated objectives
- ◆ Provides cultural and educational activities to meet the needs of disadvantaged, low income, first generation and students with disabilities in accordance with the grant and federal regulations
- ◆ Supervises and maintains the accuracy and security of all program data
- ◆ Completes monthly progress reports for Dean
- ◆ Develops and/or conducts seminars and workshops focused on participants' needs
- ◆ Reviews participant progress
- ◆ Ensures that policies and procedures are in compliance with all grant federal regulations
- ◆ Develops effective rapport with students, other employees and the public

- ◆ Disseminates project information for the recruitment of eligible participants
- ◆ Complies with all policies of the Alabama Community College System, and the College

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work performed in an office or front-desk environment with frequent sitting, standing, walking, and reaching as needed to assist visitors and complete clerical tasks
- ◆ **Manual Dexterity:** Regular use of standard office equipment, including computers, telephones, copiers, printers, and scanners. Requires sufficient hand-eye coordination for data entry and handling small office materials
- ◆ **Lifting:** Ability to lift, carry, or move materials and supplies weighing up to 25 pounds occasionally.
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for frequent interaction with students, employees, and the public

Work Environment:

- ◆ **Setting:** The position is based in a typical office and student service area environment within a college setting
- ◆ **Travel:** Minimal travel may be required between campus locations for meetings, training, or administering tests
- ◆ **Schedule:** Standard work hours are expected; however, occasional extended hours may be necessary during peak registration or special events
- ◆ **Interaction:** Frequent interaction with students, faculty, staff, and visitors requiring professionalism, patience, and a customer-service focus

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date