



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base
Wallace Drive

Created on: 3/1/2024
Revised on: 2/24/2026

Job Title	Salary Schedule	Grade	Job No.
Director of Student Support Services	C3		AD9885
Reports To	FLSA Status	Grant Funded	Tenure Track
Dean of Institutional Effectiveness, Grants and Special Projects	Exempt	Yes	No

JOB SUMMARY: The Director is responsible for the overall operation of the Student Support Services project as described in the approved grant, including adherence to federal, state, and institutional regulations.

Direct Supervisory Responsibility: YES NO

QUALIFICATIONS:

- ◆ Master’s Degree in education, counseling, social work, student personnel, business, or related field **from an approved U.S. Department of Education accredited institution** required.
- ◆ Two (2) years of experience in the subject area

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Sensitivity to the needs of youth, underserved individuals, the disabled, and other persons the project may serve.
- ◆ Good written and oral communication skills with proven interpersonal skills.
- ◆ Knowledge of computers, software, and adaptive technology.
- ◆ Knowledge of ADA requirements and adaptive technology in accommodating Student Support Services students with disabilities.
- ◆ Familiarity with federal programs.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- ◆ Supervise all the Student Support Services (SSS) staff
- ◆ Supervise the development and implementation of SSS to ensure that the goals and objectives of the grant are satisfied in accordance with U.S. Department of Education regulations
- ◆ Develop and manage project budget in accordance with federal, state, and college policies
- ◆ Recruit and hire full-time and part-time staff as needed to support SSS goals and objectives
- ◆ Responsible for the overall operation of the project
- ◆ Maintain and secure all program data and records
- ◆ Responsible for the management of the budget and the approval of the expenditures
- ◆ Responsible for selection of participants who meet the federal grant requirements
- ◆ Responsible for submitting the required reports and other administrative duties as required
- ◆ Approves the hiring of qualified tutors to assist SSS students needing academic assistance

- ◆ Must be knowledgeable about academic, social, and cultural needs of disadvantaged students and have experience working with low income, first generation, and students with disabilities who need academic services
 - ◆ Supervise and maintain the security of accurate program records including, but not limited to, participant eligibility, contact meetings, contact statistical reports, participant evaluations, assessment, purchase orders, and relevant documentation, budgeting, equipment inventory, and stipend payments
 - ◆ Excellent verbal and written communication skills
 - ◆ Provide cultural and educational activities for participants in accordance with the grant and in accordance with federal regulations
 - ◆ Serve on college committees as assigned
 - ◆ Organizational skills and ability to work under pressure to meet deadlines
 - ◆ Comply 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