

**GADSDEN STATE COMMUNITY COLLEGE
JOB DESCRIPTION**

Position Title: Director, Talent Search – Ayers Campus

Supervisor's Title: Dean of Institutional Effectiveness, Grants and Special Projects

JOB SUMMARY:

Supervise program staff, manage budget, ensure program objectives are met, and comply with all federal, state, and college regulations.

ESSENTIAL FUNCTIONS:

- Oversee advisors and complement their efforts to achieve project objectives
- Oversee maintenance of eligibility documentation and participant records in compliance with program and college regulations
- Oversee collection and securing of evaluation data, including progress reports, performance reports, etc.
- Coordinate Talent Search program in cooperation with Gadsden State Community College President
- Oversee maintenance of program budget and budget records
- Perform other project related tasks as may be assigned by the College president or immediate supervisor

Comply with all policies of the Alabama Community College System and the College.

The intent of this job 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.

REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:

- Master's degree in sociology, psychology, education, counseling or other relevant field
- Two years of significant experience in student services
- One year of experience in an administrative or a management position
- Familiarity with federal programs
- Sensitivity to the needs of youth, minorities, the disabled, and other persons the project may serve

REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

- N/A

OTHER QUALIFICATIONS AND JOB REQUIREMENTS:

- N/A

Employee's Signature _____

Date

Supervisor's Signature _____

Date