POSITION: Project Director
   Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 660

LOCATION: Student Support Services

COMPENSATION: $58,000 - $67,000 annually

ESSENTIAL JOB FUNCTIONS: Under the direct supervision of the Early Outreach and Support Programs (EOSP) Director, the Project Director is responsible for the day-to-day implementation of the Student Support Services (SSS) program. SSS is a federal TRIO program funded by the U.S. Department of Education. The SSS program provides academic, career, and personal support services to eligible first generation, low-income university students. The Project Director is directly responsible for the following duties:

• Oversees day to day operations of the program
• Ensures the submission of required reports and the proper administration of project funds
• Development, planning, and implementation of the SSS project
• Recruits, hires, trains, supervises, and evaluates project personnel
• Makes final selection of project participants
• Advises and monitors participants’ progress
• Oversees computerized student progress tracking system
• Collects and organizes data necessary for program effectiveness and continuity
• Continues to apprise CSU, Chico faculty and staff and campus community about the goals and objectives of the project
• Coordinates activities with other TRIO projects
• Acts as a liaison with various campus departments to coordinate SSS activities with other campus services
• Other duties as assigned

EMPLOYMENT STANDARDS: Master’s degree in administration, education, counseling, social work or related field is required. Must be able to successfully clear a DOJ/FBI fingerprinting check (Live Scan) prior to employment. In addition, the following qualifications are desired:

• A minimum of three years’ experience with progressive responsibility in the coordination of SSS or other TRIO programs, and/or similar programs in post-secondary institutions or service-related agencies required
• A minimum of one-year experience in administering educational projects, fiscal management, and experience in supervising, training, and selecting personnel
• Prior experience will demonstrate ability to interpret and apply program rules and regulations; reflect initiative and resourcefulness to meet program needs; the ability to reason logically and to analyze and evaluate data; and the ability to make verbal and written presentations
• Demonstrated understanding of, and commitment to the unique educational needs of first generation, low-income university students
• Ability to effectively communicate with SSS students and families

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

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