
EVERGREEN

The Evergreen State College EMPLOYMENT OPPORTUNITY

Web: www.evergreen.edu/employment Email: jobline@evergreen.edu
Phone: (360) 867-5361 TTY: (360) 867-6695 Fax: (360) 867-6823

Bulletin 2009-003MAT

Opened: March 5, 2009

Review date for applications: June 1, 2009

After the review of applications begins, this position may close without further notice.

Note: Bulletin updated on 5/7/09 to reflect extension of application review date from 4/6/09 to 6/1/09.

DIRECTOR, KEY (KEEP ENHANCING YOURSELF) STUDENT SERVICES

COLLEGE PROFILE

The Evergreen State College is a progressive, public liberal arts and sciences college located in Olympia, Washington, in the beautiful Pacific Northwest. Since opening its doors in 1971, Evergreen has established a national reputation for leadership in developing innovative interdisciplinary, collaborative and team-taught academic programs. The college has a vibrant undergraduate program, a graduate program and seven public service centers that constitute a unique academic setting. The college values a student-centered learning environment, a link between theory and practice, and a multicultural community of diverse faculty, students and staff working together. Current enrollment is approximately 4,500. For more information about Evergreen, please visit our college catalog or our website: <http://www.evergreen.edu>.

ACADEMIC ADVISING PROGRAM DESCRIPTION

KEY (Keep Enhancing Yourself) Student Services is a US Department of Education funded TRIO program designed to increase the retention and graduation rates of 180 first-generation college students, low income students, and students with disabilities who have a demonstrated academic need. This is accomplished through academic and personal counseling; support services such as tutoring, mentoring, and study skill workshops; financial aid and career advising; needs assessment; and cultural enrichment activities. The KEY program began at The Evergreen State College in 1977. The current grant is in its fourth year of a five-year funding cycle (through August 31, 2010). Position is contingent upon continued federal funding.

POSITION PURPOSE

The Director of KEY provides student advising and visionary leadership in the collaborative management of a federally-funded program for students at the Olympia and Tacoma campuses of The Evergreen State College. In addition to administrative responsibilities, the Director provides academic support for a caseload of students by conducting academic need assessments, developing and implementing individualized academic plans with students, monitoring student progress at Evergreen, and tracking project participants as specified in the grant. This position is exempt from civil service and the Fair Labor Standards Act, and is an "at will" employee, reporting the Dean of Student and Academic Support Services and serves on the Dean's Directors Group.

MINIMUM QUALIFICATIONS

- Masters degree in Education, Social Services, Educational Administration, Student Personnel Administration or related field.
- Three (3) years experience in program or project management in a higher education institution including performing needs assessment.
- Two (2) years demonstrated experience with effective program development and evaluation, budget management, personnel supervision, and applied research.

ADDITIONAL CONSIDERATION MAY BE GIVEN TO CANDIDATES WHO DEMONSTRATE THE FOLLOWING DESIRED QUALIFICATIONS

- Proven successful experience in grant writing and management.
- Experience in working with a TRIO grant.

COMPENSATION

- Experience and training may be considered in salary placement.
- Salary range is \$3,891 to \$4,124 per month of full-time work.
- A full benefits package which includes: 12 days of sick and 24 days of vacation leave per year; paid holidays; a generous medical, dental, life and disability insurance package for employees and dependents; the TIAA-CREF retirement program; deferred compensation and optional supplemental retirement accounts are available. For more information about Evergreen's excellent employee benefits, view <http://www.evergreen.edu/payroll/employeebenefits.htm>
- After six months of employment, employees are eligible for the statewide tuition waiver program.

ESSENTIAL FUNCTIONS

- Design a creative and effective KEY program to promote academic success through academic needs assessments of participants, monitoring student progress through a tracking system (especially those on leave), utilization of staff and faculty expertise, and development of college and community resources.
- Assure effective program performance through program management of a \$267,000 annual budget in compliance with the grant, including planning, budget management in compliance with state and federal regulations, hiring and staff development, and documentation of program performance and evaluation of effectiveness.
- Administer the daily operations of the program in accordance with the Student Support Services grant. Interpret and implement all aspects of current U.S. Department of Education regulations for program administration and operations, ensuring that internal procedures are in strict compliance.
- Supervise three full-time professionals (two Academic Specialists and a Program Coordinator). Lead a culturally diverse, qualified and committed team, to include hiring, developing, motivating, and evaluating program staff. Evaluate staff and provide professional development opportunities.
- Coordinate the maintenance and interpretation of the data collection system as specified in the grant and required by the Department of Education's Annual Performance Report.
- Write the grant and all subsequent reports and communications required by the Department of Education.
- Work with the staff team to recruit, select, and orient eligible students.
- Design and implement academic/ cultural programming for enrolled KEY students.
- Collaborate with Academic and Student Support Services serving other special populations regarding cross unit program development.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of federal programs and governmental regulations; ability to interpret and comply with policies and regulations.
- Extensive understanding of multiculturalism and cultural competencies, and demonstrated ability to work effectively with people of diverse and under-represented backgrounds.
- Knowledge of and ability to administer a high quality academic advising program in a higher education environment by efficient use of resources and applying appropriate models of academic advising.
- Proven leadership skills, and skill and ability in managing and developing professional and peer staff.
- Knowledge of the retention issues faced by low-income, first generation and students with disabilities.
- Strong verbal, written and interpersonal communication skills.
- Ability to function independently and as a collaborative team leader and member.
- Ability to maintain high levels of confidentiality.
- Willingness to travel, to attend workshops and TRIO meetings.

CONDITIONS OF EMPLOYMENT

- Persons hired must provide proof of identity and employment eligibility within three (3) days of beginning work.
- Successful completion of a personal background check is required.

APPLICATION PROCESS

Please carefully read the job bulletin and submit **all requested items by the review date for first consideration**. After the review of applications begins, this position may close without further notice. Applicants will not be notified once a closing date has been established. The committee in its screening of applicants will assume your abilities and experience include only those elements specifically documented within your application materials.

TO SUCCESSFULLY APPLY AND BE CONSIDERED FOR THIS POSITION YOU MUST COMPLETE AND SUBMIT ALL THE FOLLOWING REQUIRED APPLICATION MATERIALS:

- (1) A letter of application that addresses the extent to which you meet the Minimum Qualifications and the Desired Qualifications, and that thoroughly describes your qualifications, education, training and work experience as they related directly to the Knowledge, Skills and Abilities section listed above.
- (2) A resume that includes a chronological work history including months and years of employment.
- (3) A written response (no more than two (2) typewritten pages) to the following question:
 - Describe methods of support and challenge that you would provide to first generation college students, economically disadvantaged students, and students with disabilities that would maximize their persistence in college and academic success.
- (4) At least three work-related references (required) including the names, current addresses and telephone numbers and an Affirmative Action Data Sheet (optional). See attached forms

Materials may be submitted using any one of the following options:

- ❖ **Email:** jobline@evergreen.edu
- ❖ **Mail:** The Evergreen State College
Human Resource Services, L3102
2700 Evergreen Parkway NW
Olympia, WA 98505
- ❖ **Fax:** (360) 867-6823
- ❖ **Or in person to the Human Resource Services office.**

To request disability accommodation in the application process, call the Human Resource Services Office at (360) 867-5361 (voice), or (360) 867-6834 (TTY) or email your request to jobline@evergreen.edu.

Changes and/or modifications to this bulletin will be located on the bulletin board outside of the Human Resource Services Office, Library Building, room 3102 and on our web site at: www.evergreen.edu/employment

Committed to equal opportunity and operating with an Affirmative Action Plan, The Evergreen State College is working to build a diverse faculty and staff. We strongly encourage qualified persons of all races, ethnicities, and sexual orientations, persons of disability, persons over forty, women, Vietnam Era and disabled veterans to apply.

AFFIRMATIVE ACTION DATA

Please complete and return this form with your employment application package.

Name: (Print) _____

Position: DIRECTOR, KEY (KEEP ENHANCING YOURSELF) STUDENT SERVICES 2009-003MAT

Check the item that best describes how you first heard about this position.

- Evergreen's web site
- Evergreen Colleague
- Letter/E-mail from Evergreen's Office for Equal Opportunity
- Colleague not at Evergreen
- I was nominated
- Chronicle of Higher Ed
- An organization electronic notice: _____
- An organization publication: _____
- Other web site: _____
- Newspaper or other publication: _____
- Other: _____

The Evergreen State College is an equal opportunity employer. The college's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the college requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

This information will be separated from your application and handled confidentially by the Office for Equal Opportunity.

Please check any/all of the following that apply:

- Male
- Female
- African American/Black
- Asian/Pacific Islander
- Age 40 or older
- Caucasian/White
- Hispanic/Latino
- Person with a disability
- Native American/American Indian/Alaska Native
- Special Disabled Veteran (30% or more disability)
- Vietnam Era Veteran (served 180 days or more between 2/28/61 and 5/7/75 and does not have a dishonorable discharge)

