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# EVERGREEN

## The Evergreen State College EMPLOYMENT OPPORTUNITY

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

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Bulletin 2009-029MJL

Opens: November 3, 2009

Review of applications begins: November 18, 2009

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

## ASSISTANT DIRECTOR - GRADUATE PROGRAM ON THE ENVIRONMENT (MES)

### SPECIAL NOTE

There is currently one full time overtime-exempt Assistant Director, Graduate Program on the Environment (Master of Environmental Study Program - MES) position in the Office of Graduate Studies, Academic Division of the Evergreen State College. This position is an "at will" appointment, exempt from Washington State Civil Service rules and the Fair Labor Standards Act overtime requirements. The core work hours for this position will be Monday, Wednesday, and Friday from 8:00 a.m. to 5:00 p.m., Tuesday and Thursday from 9:00 a.m. to 6:00 p.m.

### 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>.

### POSITION PURPOSE

This position is responsible for providing student services to prospective students and current students in the Graduate Program on the Environment, to alumni of the program, and for administrative support including student recruitment, marketing and community outreach. The key focus of the position's work is (1) to support outreach efforts to prospective students, which will result in recruitment to the Program; and (2) to provide direct student-service assistance (advising, internships, financial aid, employment and careers, personal) to existing students, in order to increase retention to graduation. The position also supports efforts to cultivate the involvement of alumni, an Advisory Board, and members of the community in the Program's affairs. In addition to supporting the Program, the position is housed near the staff supporting the MPA and MPA Tribal programs at Evergreen and is expected to collaborate with those two programs on mutually agreeable projects that will benefit all of the programs. The Assistant Director MES will work with the staff team to ensure the smooth day-to-day operation of the program including basic administrative duties and developing and maintaining information and tracking systems.

### NATURE AND SCOPE

The Assistant Director, Graduate Program on the Environment reports to the Director of the Graduate Program on the Environment and works as a team with other graduate program staff and MES faculty. This position provides continuity of service delivery. Due to the phenomenon of rotating Directors and rotating faculty, it is critical that the Assistant Director position exists to maintain the institutional knowledge and framework of support within which the program operates. This position may supervise student and temporary employees.

## MINIMUM QUALIFICATIONS

- Bachelor's degree
- Minimum of two (2) years documented successful experience in program administration, student services, or closely related activities.

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

- Documented successful experience in administering graduate/professional school programs and developing graduate/professional school outreach, admission and recruitment programs.
- Documented successful experience in administering a related program or initiative.
- Education and professional experience in environmental studies
- Interest in graduate student education.
- Masters degree in environmental studies, student services, educational administration or related field.

## COMPENSATION

- Experience and training may be considered in salary placement;
- Salary range is \$3,891 to \$4,085 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

This position has duties and responsibilities that fall into several main areas: provide student services to support prospective and current students; provide leadership on development of the outreach activities for the program; coordinate alumni affairs; collaborate with other staff; develop and administer grants.

### *Provide student services to support prospective and current students*

- Serve as main point of contact for all MES and MES/MPA joint degree related inquiries
- Maintain currency in matters affecting financial aid, both within Evergreen and externally, at a level sufficient to provide helpful, timely advice to students from application to graduation
- Provide comprehensive financial aid advice to students, keeping in mind the need to use financial aid to further recruitment and retention
- Comprehensively coordinate the applications for financial aid and the decisions made by the Assistant Director, in consultation with the Director awarding financial aid
- Play the lead role, in consultation with the Director and the other programs, in developing the orientation and registration session held annually each fall for new students
- Serve as advisor to all MES and MES/MPA Joint Degree applicants and admitted students
- Maintain MES list-serves; disseminate information regarding future conferences, current volunteer, internship and professional career opportunities for MES students, both in the greater Olympia area and elsewhere
- Advise MES and MES/MPA Joint Degree students on integrating, selecting, and applying for internship opportunities in their overall academic programs
- Maintain currency with professional standards in career advising and provide career development advice to MES and MES/MPA Joint Degree students
- Develop and implement a sponsorship program to place MES students with relevant professionals for brief mentoring purposes
- Develop a program of mock-application and interview exercises for MES students preparing for job interviews
- Coordinate the co-sponsorship of public conferences for the Program including the Rachel Carson forum
- Coordinate annual MES Alumni Advisory Board Meeting
- Track the status of students from admission to graduation so that the Director knows at all times how many students are at what point in the completion of their work; this includes but is not limited to maintaining records on removal of conditions of admission, gaining candidacy, internships, incompletes, leaves of absence, and eligibility for graduation

- Develop graduation event(s) for the Program, in consultation with the Director, faculty, students, and the other programs
- Serve as MES Thesis coordinator, including but not limited to advising, binding, ordering and distributing. Submit completed electronic versions to the Evergreen Library
- Track all MES theses both underway and completed
- Serve as the prime contact and consultant for the Program's Graduate Student Association and for the Unified Graduate Student Association
- Provide support to Program's participation in the Muskie Fellowship Program for students from the former Soviet Union
- Maintain appropriate confidentiality of all student information
- Develop and maintain the Program's Student Policy Handbook and the Thesis Handbook
- Maintain and update MES webpage content to support recruitment and retention of students. Create a positive image of the program for public contact.
- Support students in maintaining graduate lounge on the third floor of Lab I

*Provide leadership on development of the outreach activities for the Program*

- Coordinate the tracking of initial inquiries that come to the Program from all sources and arrange suitable follow-up to initial contacts
- Prepare and update program recruitment and retention plan
- Develop print and electronic publications for the Program
- Identify advertising outlets suitable for the outreach efforts; arrange for advertisements to be placed
- Arrange venues for outreach activities
- Develop recruitment sessions, visits, and trips, and participate in these ventures as appropriate
- Represent the Program to interests outside the College and within the College's administrative network
- Communicate with prospective students via email, over the phone and in person

*Alumni affairs*

- Collaborate with both the Alumni Affairs office and the Registration & Records office to maintain a current list of alumni from the respective programs
- Develop programs and activities in which alumni can play roles that provide benefits to them and to the College
- Provide lead staff support for activities involving alumni
- Coordinate production and distribution of MES Newsletter (electronic and print versions)

*Collaboration with other staff*

- Serve as the prime contact for collaborative efforts with other offices at the College relevant to recruitment and retention, including Admissions, Registration and Records, Financial Aid, Evening and Weekend Studies, and College Advancement.
- Participate in regular meetings involving Graduate Programs, Admissions, Registration & Records and Financial Aid
- Collaborate on a project-by-project basis with the other College staff on projects that are of mutual benefit
- Collaborate with and support the teaching programs in the undergraduate curriculum and the public service functions of Evergreen's public service centers.

*Grant development and administration*

- In collaboration with Director, faculty, and College Advancement, identify opportunities for grants
- Assist in grant preparation for appropriate projects
- Provide staff support for the administration of any grants received, including management of expenditures, budget, and reports

*Additional duties*

- In collaboration with the Director, approve budget expenditures that support the Program and its Faculty.
- Recruit and supervise student staff needed to support duties of position.
- Other duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge about higher education in general, and the MES program and its policies in particular.
- Knowledge of appropriate methods for developing outreach programs including web based outreach.
- Ability to provide academic counseling and knowledge of program policies for advising students.
- Knowledge of Financial Aid policies, programs and opportunities.
- Working knowledge of various databases and software, (e.g., MS Word, MS Office, MS Excel, MS Access, Banner, and Datamart)
- High level of organizational, planning and administrative skills.
- Ability to work under pressure and handle multiple tasks requiring a high degree of accuracy and attention to detail in a public, open office environment.
- Ability to conduct detailed Internet research
- Ability to work well within a larger team of staff supporting graduate study
- Ability to manage time effectively and to place competing tasks in appropriate priority order
- Ability to work effectively with culturally diverse Directors, faculty, staff, students, other people within Evergreen, and a wide variety of people outside Evergreen
- Ability to travel (mostly locally/regionally) to assist with recruiting.
- Excellent interpersonal and written communication skills.
- Excellent presentation or public speaking skills.
- Ability to work independently with minimal supervision.
- Knowledge of and skills in using computer applications including word processing, spreadsheets, statistical software, database management and internet-based communications. If not already skilled in the software, willing and able to quickly learn and build skills for intermediate use.
- Ability to recruit and supervise effectively a group of student assistants
- Flexibility to work varied schedule, including evenings and weekends, to assist with program events
- Ability to be in compliance with the college's travel policy

## **CONDITIONS OF EMPLOYMENT**

- As a condition of employment, persons hired must provide proof of identity and employment eligibility within three (3) days of beginning work;
- Ability to travel (mostly locally/regionally) to assist with recruiting.
- Flexibility to work varied schedule, including evenings and weekends, to assist with program events.

## **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 specifically indicates how you meet the **minimum and desired qualifications** and that thoroughly describes your qualifications and work experience as they directly relate to the **position purpose**, and the **first four items in the Knowledge, Skills and Abilities section** above.
2. A chronological resume (that includes month and year) that details your education, training and professional experience.
3. 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](mailto: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](mailto: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](http://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: ASSISTANT DIRECTOR - GRADUATE PROGRAM ON THE ENVIRONMENT (MES) 2009-029MJL

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)

