

Blackfeet Community College



Position Description

Student Success Director

Department	Administration
Personnel Definition	Senior Administrator Position, Regular Full-Time
Term of Employment	12 months/year, 26 pay periods
FLSA	Exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> • Vice President of Academic Affairs • President • Board of Trustees
Supervision Exercised	The Director of Student Services will provide executive level leadership and vision in the administration of a comprehensive range of services, policies and procedures related to student services programming, planning and strategically related functions while also supervising Student Success Department staff.
General Statement of Duties	Provides strategic and innovative leadership, as well as guidance and oversight of the student support growth and development services, student programming, enrollment management and other programs to ensure the principal components of the college's mission and vision are achieved.
Specific Area of Duties	<ul style="list-style-type: none"> • Provides strategic and innovative leadership, as well as guidance and oversight of student support, growth, and development services, student programming enrollment management and other programs. • Plan, supervise, arrange social, and recreational activities of various student groups, according to college policies and regulations, included but not limited to, BCC Student Senate, AISES, AIBL, AIHEC. • Monitors budget to ensure fiscal accountability, oversee financial transactions for student organizations and clubs; • Manages and implements changes to the student handbook on a semester to semester/yearly to assure that basic due process is granted to all students in accordance with policy and procedure; • Ensure the delivery of quality and responsive services to student through effective leadership and assessment of outcomes of student service programs. • Provides to the President the data/ evidence which supports institutional measurements of the achievement of the goals and objectives of BCC. • Manages the budgets for assigned programs and services, and is responsible for

	<p>broad budget portfolio of student support services and related programs; compiles required reports related to special programs operations and student activities.</p> <ul style="list-style-type: none"> • Ensure that all relevant publications are accurate and are submitted in a timely manner. • Will work collaboratively with Academic Affairs to promote enrollment management as comprehensive, integrated approach toward enhancing and improving the recruitment, retention and graduation rates of BCC students. • Collaborate effectively across campus, the community, with key partners in the academic field on and off campus to establish operating procedures in order to facilitate recruitment, matriculation, retention and graduation of potential students. • Ensure all student services reports remain in compliance with policy and procedure as it relates to day to day operations in a timely manner • Ensures that all reporting requirements are met in compliance AIHEC, AKIS AIMS, DOE and State. • Coordinates and leads cross-functional projects and meetings. • Other duties deemed necessary
Qualifications	<ul style="list-style-type: none"> • Doctorate from accredited college or university preferred • Minimum of a Master's Degree in Higher Education required • Experience teaching at the college level
Knowledge, Skills & Abilities Required	<ul style="list-style-type: none"> • Demonstrate commitment to staff diversity, learning and development • Knowledge of student development, complex organization and budgets • Demonstrated knowledge of student development theory and a broad range of trends with recruitment and enrollment. • Knowledge of tribal colleges, their students and their mission. • Ability to facilitate instruction working collaboratively within student service3sw to improve retention and graduation rates of at risk students. • Knowledge of AIHEC and TCCU • Ability to compile the data as required by AKIS AIMS, DOE MT State, etc. • Knowledge of the funding cycle as it relates to tribal college funding • Knowledge of applicable federal and state laws • Demonstrate collaborative management style and a team approach to problem solving. • Excellent written and verbal communication skills • Knowledge of the importance of technology in enhancing communication as well as its efficient and effective use in performing the work of the organization. • A strong commitment to the community college mission.
Complexity	<p>This position requires extensive knowledge of the principles, techniques and ethics in academics, curricula, student services, planning management, financial management, resources and personnel management.</p>
Personal Contacts	<p>Has contact with personnel in all departments, students, Board of Trustees, Blackfeet Tribal departments and programs staff, and other related entities and persons that are necessary to contact to conduct the day-to-day business operations of the department.</p>
Physical Demands	<p>Work is performed in a normal office environment. Duties require extensive use of computers and office equipment. The noise level in the work environment is usually quiet. Normal demand of office work is applicable. Walking, standing, and sitting at desk is required. Some lifting will be required (i.e. books, equipment, and other</p>

	miscellaneous materials).
Guidelines	<p>This position will be guided by:</p> <ul style="list-style-type: none"> • Position Description • Employee Contract • BCC Policies and Procedures Manual • BCC Catalog • All applicable tribal, federal and special policies, laws, rules and regulations as they apply.

Certification

I certify that I have discussed my position description with my supervisor and I fully understand my duties and responsibilities as identified in this position description.

Employee's Signature

Supervisor's Signature

Date

Date