Title: Assistant Director - Academic Support Center (WaTEP)

Basic Function and Responsibilities:
The Assistant Director is responsible for providing broad professional support to the Director of the Academic Support Center (ASC) in the management and operation of the ASC state supported programs and will provide direct services to eligible students. This position is primarily responsible for designing, implementing, and evaluating projects and activities intended to promote student persistence and graduation for the Washington TRIO Expansion Program (WaTEP) and the Program Leading to Undergraduate Success (PLUS). Three program personnel will directly report to the Assistant Director.

Direct Student Support:
1. Provide one-on-one academic advising that includes programming, course selection, curricular sequencing, major/minor selection, and interpretation of university policies for a minimum of 25-35 eligible students annually.
2. Directly work with eligible students to provide academic services and support through one-on-one tutoring or facilitating collaborative learning groups.
3. Counsel program students individually and in groups on career assessment, leadership development, goal setting, resume preparation, employment and/or graduate school selection, conduct mock interviews, and design and present workshops/seminars on career development related topics.
4. Develop and maintain strong institutional ties to provide support to students through campus and community resources that will help the students persist and graduate.

Administrative:
1. Oversee the ASC state funded programs which includes the Washington TRIO Expansion Program (WaTEP) and Program Leading to Undergraduate Success (PLUS) and is the primary administrator responsible to the Director of the ASC for meeting the program objectives.
2. Responsible for the hiring, training, and evaluation of program staff.
3. Assist Director with the overseeing of WaTEP budget.
4. Assist Director and staff in achieving ASC objectives.
5. Perform related Director duties as required in absence of Director.
Evaluation:
1. Design and implement an evaluation system that will assess the progress of
   program services and students persistence.
2. Work collaboratively with students to review and update students General
   Education Requirements. Review assessment data and develop appropriate
   plan for skill development.
3. Oversee data collection and evaluation piece for WaTEP program. This includes
   timely dissemination of program data to Director and staff, evaluation of WaTEP
   objectives, and completing the annual report.
4. Delegate responsibilities and priorities for WaTEP Data Manager.

Other:
1. Participate in General Undergraduate Academic Advising meetings as scheduled
   and update ASC staff on relevant issues and/or changes.
2. Maintain proficiency with personal computers and related hardware/software.
3. Perform miscellaneous job-related duties as assigned.

Minimum Qualifications:
1. Master’s degree in education, counseling, psychology, sociology, social work, or
   related field of study; from an accredited university/college.
2. 1 year experience in overseeing academic programs providing services to
   college students who are low-income, first generation and/or have a registered
   disability.
3. Evidence of experience in overcoming barriers similar to those confronting the
   project’s participants.
4. Must successfully pass a criminal background check.

Preferred Qualifications
1. Professional experience as Assistant Director of programs in higher education
   with evidence of success.
2. Experience working in a TRIO Student Support Services project advising,
   facilitating small groups, tutoring, and/or administering study skills workshops to
   students.