CLASSIFICATION DISCIPTION

CLASSIFICATION DISCIPTION TITLE: ACADEMIC SUCCESS DIRECTOR

FLSA STATUS: Exempt

CLASSIFICATION SUMMARY: Responsible for program development and evaluation; recommending budget and resource needs; developing internal/external partnerships and tutoring, testing or student assessment activities. Incumbents may have lead or supervisory responsibility for technical and/or support staff.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Develops, implements, and evaluates departmental programs, procedures, strategies and goals; maintains, updates, and ensures procedural compliance for programs.

2. Directs and participates in the preparation of departmental budgets, financial reports, and operational and/or capital improvement budgets; monitors revenues and expenditures; determines funding requests and reallocates funds when needed.

3. Locates, reviews, and writes grants; ensures compliance with funding guidelines and approves eligible students for programs and services.

4. Supervises staff to include: conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

5. Assesses student needs and follows up with referral and recommendations to appropriate resources.

6. Facilitates, leads, and/or participates in meetings, proceedings, and committees; represents the department at campus meetings and conferences; serves as a liaison between departments, external organizations, the general public, and other agencies.

7. Develops, implements, and administers operating policies and procedures and monitors compliance.
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| 8. | Compiles, records, and analyzes data for documentation and review of learning support activities. |
| 9. | Performs other duties as assigned. |

**Training and Experience** (positions in this class typically require):
Master's Degree in counseling, educational psychology, or a related field and five years related experience, including supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):
• None Required.

**Knowledge** (position requirements at entry):
Knowledge of:
• Management principles;
• Counseling practices and principles;
• Supervisory principles;
• Grant sources and writing;
• Public administration and governmental operations;
• Accounting and financial management principles;
• Applicable theories and principles related to area of assignment;
• Strategy development principles and procedures;
• Instructional methods and materials;
• English grammar, spelling, and punctuation;
• Applicable federal, state, and local laws, rules, and regulations;
• Program development and administration principles and practices.
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Skills (position requirements at entry):
Skill in:
• Monitoring and evaluating employees;
• Prioritizing and assigning work;
• Applying various counseling techniques and methods;
• Providing leadership;
• Using computers and related software applications;
• Managing projects;
• Managing multiple priorities simultaneously;
• Analyzing and developing policies and procedures;
• Ensuring compliance with applicable Federal, state, and local rules and regulations;
• Interpreting and applying applicable laws, rules, and regulations;
• Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
• Resolving conflict;
• Preparing and administering budgets;
• Preparing and administering grants;
• Managing change and sensitive topics;
• Planning, analyzing, and evaluating programs and services, operational needs, and fiscal constraints;
• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:
Positions in this class typically require: fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Created: 8/8/07
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Signature of Employee _______________________________ Date _______________________________

Signature of Supervisor _______________________________ Date _______________________________