

# Student Support Services Project Director

Glen Oaks Community College is searching for a Student Support Services (SSS) Project Director. This grant-funded position is responsible for organizing, implementing, managing, evaluating, reporting, and continuously improving the Student Support Services Program, while meeting program objectives. The Director is responsible for ensuring the documentation of services, participation, target levels, program compliance, and overall performance of the SSS grant. The Director oversees all aspects of contractual agreements, program and staff instructor selection, evaluation and budgeting. The Director will manage the process of recruiting, identifying, and selecting eligible SSS program participants, as well as, serving as an advisor. The SSS Director will also represent the SSS Program throughout the College and surrounding communities.

Required Qualifications: Master's degree (doctorate preferred) in higher education, educational administration, counseling and guidance, student personnel services, or related area. Excellent written and verbal communication skills. Knowledge and skills in the use of computers and the application of educational technologies to learning. Additionally, candidates must have a minimum of three years of formal work experience with a TRIO program or other work experience directly related to the SSS grant objectives.

To apply, send cover letter, resume, transcripts and three letters of recommendation to Human Resources, GOCC, 62249 Shimmel Road, Centreville, MI 49032, or via e-mail: [hr@glenoaks.edu](mailto:hr@glenoaks.edu).

Deadline:

Applications must be received Tuesday, September 7th by 3:00 p.m. Late applications may be considered at the discretion of the search committee.

**GLEN OAKS COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY, TITLE IX, SECTION 405 EMPLOYER.**