



# CALIFORNIA STATE UNIVERSITY, STANISLAUS

One University Circle • Turlock California 95382

California State University, Stanislaus is pleased to announce the following position and invites nominations or applications.

## **Director of Student Support Services**

The Director of Student Support Services (SSS) is a full-time, 12 month, MPP (Management Personnel Plan) position and reports directly to the Vice President for Enrollment and Student Affairs.

The Director of Student Support Services is responsible for implementing, planning, initiating, and directing the long term/short term goals and objectives of the federally funded TRIO Program. The Director will hire, supervise and evaluate all program staff personnel; provide in-service training on an on-going basis and oversee all program activities and events; supervise and manage the program budget, prepare for the submission of all reports, evaluations, proposals and other documents necessary for the continued funding and successful operation of the program.

The Director of Student Support Services is responsible for compiling data and information for the preparation and submission of the annual performance evaluation to the U.S Department of Education regarding SSS services, and Academic year performance and will research and write the SSS proposal for continued federal funding. They will compile and complete other documentation necessary for the continued successful funding and operation of the program and compile other reports as necessary. This includes evaluating the program and services at the end of each Academic year.

The Director of Student Support Services will evaluate student applications for financial award assistance and work with the Financial Aid Office to award SSS recipients in both the fall and spring. This includes the use of PeopleSoft to download information on PELL eligibility and unmet need. The Director will admit students into the SSS Program based on eligibility and criteria.

To effectively carry out these tasks, the Director of Student support Services will participate in the Enrollment and Student Affairs Council, interact with other division managers and the Vice President for Enrollment and Student Affairs, and actively participate in regional and/or national TRIO organizations, conferences and seminars provided by the DOE. They will also interface with various individuals/departments on campus, as well as individuals at the Office of the Chancellor of the CSU, other campuses within the CSU, and external entities, agencies, and individuals, as appropriate.

The ideal candidate will have Bachelor's degree from an accredited institution of higher education; Master's degree preferred, and three years of progressively responsible professional student services work experience required. They must have familiarity working with under-represented students, federal regulations and be knowledgeable on EDGAR and the federal OMB circular. A strong understanding and commitment to diversity and educational equity programs is essential. Experience working with student services and special programs is preferred. Familiarity with integrated student records system (PeopleSoft) is preferred.

**Salary Range:** Salary will be commensurate with education and experience. This is a 12-month, full-time, CSU Management Personnel Plan (MPP) position with an excellent benefits package. For detailed information on management benefits please refer to the following benefit web page:

[http://www.calstate.edu/Benefits/Summaries/2007\\_MPP.pdf](http://www.calstate.edu/Benefits/Summaries/2007_MPP.pdf)

**Anticipated Starting Date and Application Procedure:** The position will remain open until filled. Initial screening of candidates will begin the week of August 22, 2011. The successful candidate will be eligible to start in the position as soon as possible.

In addition to submitting a standard CSU Stanislaus employment application (download electronic application at [http://www.csustan.edu/hr/Employment\\_Opportunities/Staff/index.html](http://www.csustan.edu/hr/Employment_Opportunities/Staff/index.html)), applicants should submit a resume with a cover letter addressing qualifications, as well as names and contact information for three professional references to:

California State University, Stanislaus  
Attention: Fernando Beltran  
One University Circle, MSR 180  
Turlock, CA 95382

For questions please contact (209) 667-3108 or e-mail [FBeltran@csustan.edu](mailto:FBeltran@csustan.edu)

*THE UNIVERSITY:* California State University, Stanislaus serves the San Joaquin Valley, one of the fastest growing areas in the country. Widely recognized for its quality academic programs, the University has 10 nationally accredited programs and approximately 400 full-time faculty. The University offers 41 undergraduate majors, 24 master's programs, 7 post-graduate credentials, and a doctorate in education serving 8,600 students. New instruction facilities have been built for the unique pedagogy of professional programs, laboratory sciences, and performing arts.

CSU Stanislaus was recognized by the American Association of State Colleges and Universities as one of 12 public universities nationwide that demonstrate exceptional performance in retention and graduation rates. *U.S. News and World Report* ranked CSU Stanislaus as one of "The Top Public Universities-Master's" institutions in the West in its *America's Best Colleges* ratings. The University is recognized as a Hispanic-Serving Institution (HSI) by the U.S. Department of Education, and CSU Stanislaus has received national recognition with its ranking as one of the best 371 colleges in the nation by The Princeton Review. Additional information is available at the University's Web site: [www.csustan.edu](http://www.csustan.edu).

Information contained in this announcement is subject to change with or without notice.

CSU Stanislaus is an Equal Opportunity/Affirmative Action Title IX/Section 503/504 employer. Qualified women, minorities, and persons with disabilities are encouraged to apply. CSU Stanislaus hires only individuals lawfully authorized to work in the United States. Clery Act: in compliance with the Jeanne Clery disclosure of campus security policy and crime statistics act, crime report statistics are available at <http://www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html>

The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records. In addition, this position may be designated under the California State University's Conflict of Interest Code and, if so, will be subject to filing the Fair Political Practices Commission Form 700.

**7/29/11**