The Director of Student Support Services (SSS) is responsible for the overall administration of the SSS Program including budget management, planning, supervising and evaluating professional staff, and overseeing recruitment and retention activities of Trinidad State’s Trinidad Campus SSS Program. SSS is a College-sponsored, federally funded program designed to assist qualified students in their pursuit of post-secondary education. The program is expected to be federally funded for a four-year period subject to annual continuation proposals for refunding. The position coordinates the operations of the Student Success Center. The position works closely with faculty, staff and students.

This job description reflects TSJC’s best effort to describe the duties and qualification of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job.

This position is located on the Trinidad State Junior College campus in Trinidad, CO.

**Duties and Responsibilities:**

- Coordinate and implement all TRiO SSS Project activities;
- Coordinate and implement all Student Success Center activities;
- Assure appropriate utilization of Project resources and ensure fiscal accountability;
- Supervise project and related program staff in accordance with institutional policies and procedures;
- Prepare and submit reports including the Annual Performance Report to the Department of Education, monthly financial reports to the institutional Controller and VP and related reports in compliance with grant requirements and guidelines;
- Coordinate the screening and selection of qualified personnel for various Project activities in accordance with institutional policies and procedures;
- Ensure professional, productive communication between Project Staff and institutional offices is maintained;
- Ensure Project activities are consistent with overall educational vision, goals and mission of TSJC and SSS project;
- Coordinate with other campus programs to ensure efficiencies in staff, facilities and equipment;
- Coordinate screening and selection of TRiO SSS participants;
- Coordinate the TRiO Grant Aid program;
- Maintain accurate data related to program requirements including student participation, demographics and baseline information;
- Participate in institutional planning, department planning and assessment activities;
- Serve as a liaison between the Project, agencies and the community;
- Serve as an advocate for graduates seeking admission to a four-year institution;
- Other duties as assigned to support SSS Project and TSJC.
Position Qualifications:
Required:
• Master’s Degree in Counseling, Education, Student Personnel, Leadership or related field.
• A minimum of three (3) years working with disadvantaged, culturally and racially diverse populations in higher education.
• Knowledge of TRiO programs, and federal and state regulations including TRiO, EDGAR and OMB circulars and requirements regarding the administration of grants.
• Ability to accurately manage budgets; forecast needs; allocate sufficient dollars to budget categories and monitor expenditures.
• A minimum of three (3) years working with and supervising professional level staff.
• Experience directing education and training programs designed to increase academic achievement, retention and completion of participants.
• Excellent interpersonal skills.

Preferred:
• Banner and Student Access software experience.
• Experience working with under-represented students is desirable.
• Evidence of developing innovative programs which foster student success.
• Evidence demonstrating authentic advocacy of student success.
• Bilingual (Spanish) preferred.
• Experience with and knowledge of Student Support Services’ Rules and Regulations.

Salary:
Twelve-month, full-time position. We offer a competitive salary dependent upon qualifications, experience and education. Benefit package including annual/sick leave, retirement and health insurance is available.

Application Instructions
For consideration, an applicant must submit the following by the closing date:

• A letter addressing the professional qualifications listed in the position description;
• A current resume; and
• Unofficial Transcripts (of highest education attained)
• Three (3) professional references. Include addresses and telephone numbers.

Closing
To ensure consideration, materials must be received in Human Resources by 5:00 pm, Friday, May 24, 2019. Applicant screening will begin shortly after the closing date and only the most qualified candidates will receive further consideration.

SEND ABOVE MATERIALS TO:
TSJC Search Committee, Director – Student Support Services
600 Prospect Street
Trinidad, CO 81082
(719) 846-5534
Email: lorrie.velasquez@trinidadstate.edu
Fax: (719) 846-5064 (direct fax, does not require cover sheet)

Inquiries
Lorrie Velasquez, Human Resources, (800) 846-5000 or (719) 846-5534, ext. 5534
Kerry Gabrielson, Vice President Student Services – (719) 846-5643
**CAMPUS SECURITY AUTHORITY**

This position has been identified by the U.S. Department of Education as a Campus Security Authority. As a Campus Security Authority the incumbent in this position is required to report all crimes that they become aware of to the Vice President of Student Affairs, Dean of Students or Human Resources Department at Trinidad State Junior College.

This position must report all incidents, whether directly or indirectly, that you become aware regarding Civil Rights, which includes all sexual misconduct incidences, to the Equal Opportunity/Title IX Coordinator for the College.

This position is responsible for development of student training and awareness programming for the athletic team regarding unlawful discrimination and harassment prevention, which includes sexual misconduct, in collaboration with the Equal Opportunity/Title IX Coordinator for the College as well as the College Athletic Director.

This position is responsible for development of primary prevention and awareness programs for the athletic team for incoming students as well as ongoing prevention and awareness campaigns pursuant to the Violence Against Women Reauthorization Act on dating and domestic violence, sexual assault, and stalking, in collaboration with College staff responsible with overseeing Clery Act compliance.

For information regarding Trinidad State Junior College Security, including crime statistics for the Trinidad and Alamosa campus and surrounding area, please see the Trinidad State Junior College Campus Security website at: [http://www.trinidadstate.edu/campus-security.html](http://www.trinidadstate.edu/campus-security.html). For a hard copy report please contact 719-846-5618.

**Notice of Non-Discrimination**

Trinidad State Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Trinidad State Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in its education programs and activities.

The College has designated its Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources at Trinidad State Junior College, 600 Prospect Street, Trinidad, CO, 81082, 719-846-5534. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

**Notice to All Applicants**

Former employees of the Colorado Community College system or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information on your application/within your application materials. All materials submitted become the property of Trinidad State Junior College and will not be returned. The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents to show your identity and authorization to work. This law applies to all persons hired. Colorado fiscal rules require all new employees to be on direct deposit.

**About Trinidad State Junior College**

Trinidad State Junior College, located in Trinidad, Colorado, is a state-supported, two-year institution of higher education. The College was established by an act of the State Legislature in 1925, and is the oldest public two-year college in the State of Colorado. The College’s Service Area includes eight rural counties characterized by low population density and small communities. One campus is located in Trinidad and is a residential campus while the other, located in Alamosa, is a commuter campus. Both campuses serve distinct populations. As a comprehensive Community College,
Trinidad State Junior College not only offers ongoing transfer Associate of Arts Degree and Associate of Applied Science (vocational) Degree programs, but also has developed and implemented numerous successful short-term vocational certificate programs, and totally inclusive adult education and developmental programs.

**TSJC Mission Statement**
Trinidad State Junior College enriches the academic, technical, and cultural life of our diverse community. We are committed to offering traditional and alternative approaches to education, providing quality instruction, and promoting lifelong learning.

**About Trinidad, Colorado**
A well-known landmark, Fisher's Peak, overlooks the City of Trinidad, which is nestled in a valley surrounded by pinon-studded hills. Located 185 miles south of Denver, and just 15 miles north of the New Mexico border on Interstate Highway 25, Trinidad abounds in a panorama of mountain beauty. Ski slopes are within a 60-minute drive from the campus. Recreation parks for camping and fishing are nearby. Trinidad's nine-hole golf course is one of the best in the state. Having a population of approximately 10,000, Trinidad is known for the convenience and friendliness of small-town living. The area is unexcelled for its moderate, dry climate.

For more information about Trinidad State Junior College or the Trinidad and Las Animas County, Colorado, area – please visit the following websites:

- www.trinidadstate.edu
- www.historictrinidad.com
- www.trinidadchamber.com

For information regarding Trinidad State Junior College Security, including crime statistics for the Trinidad and Alamosa campus and surrounding area, please see the Trinidad State Junior College Campus Security website at http://www.trinidadstate.edu/campus-security.html. For a hard copy report, please contact 719-846-5618

**TSJC Mission Statement**
Enrich our diverse communities through quality educational experiences and lifelong learning.