

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
POSITION DESCRIPTION**

POSITION TITLE: Director of Student Success

DEPARTMENT: Student Affairs

REPORTS TO: Associate Dean of Enrollment Services

SUPERVISES: N/A

FLSA: Exempt X Non-Exempt _____

DOCUMENT STATUS: New/Date: 12/1/2022 Revision #: 6 Date: 08/29/2023

TRAVEL: Travel to and from our Craig Campus and other service locations will be expected

SALARY: \$50,000.00 - \$60,000.00 / year (This is a two year, grant funded position)

Excellent benefit package including retirement and health insurance is available.

SICK LEAVE: 10 hours/month **ANNUAL LEAVE:** 15 hours/month

COLLEGE-WIDE X **CAMPUS:** X **RANGELY** **CRAIG**

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success by preparing students for local and global citizenship, anticipating and responding to the needs of surrounding communities, and contributing to evolving regional economic developments. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, the National Park Service Academy and a Paleontology Plan of Study. We also offer great opportunities for students in our Automotive Technology, Cosmetology, Cybersecurity, Dental Hygiene, and Nursing programs. The college provides AA, AS, and AAS degree programs, along with certificate programs for students to have excellent choices for their career plans.

GENERAL SUMMARY:

The CNCC Director of Student Success is responsible for creating a welcoming environment that actively provides an atmosphere for student development that seamlessly allows students to navigate through the academic environment. The Director of Student Success is directly responsible for the business and management of the COSI Finish What You Started (FWYS) Student Success Grant, in accordance with CNCC policy and procedure. They will manage and oversee the selection, training, and supervision of student learning and advising activities.

The Director of Student Success oversees and leads all COSI FWYS student success efforts on both the Rangely and Craig campuses and coordinates activities and initiatives to increase and enhance the overall academic success of CNCC students.

PRIMARY DUTIES:

The incumbent shall be able to demonstrate the ability to lead a successful program at the collegiate level. Duties to be fulfilled include, but are not limited to:

Scholar Support (45%)

- Recruit and coach to completion a caseload of students who began their degrees prior to COVID but did not complete a credential. Meeting the statement of work outlined in the Finish What You Started (FWYS) grant agreement.
- Provide high-touch individualized support toward academic, transfer, social, leadership, and life-skills development.
- Develop comprehensive learning systems designed to engage students in their education and empower students to become active, responsible learners.
- Track scholars' academic progress and facilitate their academic, career, and financial success plans.
- Reinforce and maintain college-wide model to directly impact and improve success rates of scholarship recipients.
- Understand financial needs of scholars and work with financial aid office to reduce the loan amounts borrowed by FWYS scholars.
- Host Work & Career Preparation workshops and provide other teaching/workshop presentations as needed for the cohort of Colorado Opportunity Scholarship Initiative (COSI) participants and scholars.
- Use EAB Navigate to document coaching sessions.

Programming Development and Support (30%)

- COSI program budget creation and management.
- Coordinate and provide all reporting for each academic year (Federal, State and Grant).
- Participate in the operation and management of the college-wide COSI student success program including working with the Grants Administrator and Associate Dean of Enrollment Services to administer FWYS program funds and complete required reporting.
- Recruit COSI Scholars to participate in COSI FWYS Student Success Program.
- Develop system to track scholar success and academic progress including, but not limited to, fall-to-fall retention, academic standing, number of credit hours taken per academic year, compliance with program requirements, and progress toward receipt of a credential.
- Perform other duties as assigned or required by the COSI Collective Bargaining Agreement.
- Participate in required COSI trainings and opportunities for networking with other COSI grantees to share best practices and ideas.

Program Assessment and Evaluation (20%)

- Compile and report success metrics of scholar progress for CNCC and COSI staff.
- Monitor compliance with COSI guidelines.
- Execute assessments such as scholar satisfaction surveys and exit surveys.

College-Wide (5%)

- Provide COSI education and training college-wide, for all students, faculty and staff.
- Attend and participate in department, division and college meetings.

- Keep posted office hours.
- Demonstrate commitment to professional development including, but not limited to, activities such as: participation in professional conferences, workshops, seminars, membership in professional organizations, research projects, publishing academic work, participation in statewide committees or organizations, etc.
- Demonstrate sensitivity in working with students and staff of diverse racial, ethnic, academic and socioeconomic backgrounds, sexual orientation, and disabilities by showing respect for differences and the dignity of others.
- Foster a professional work and learning environment.

MINIMUM/ESSENTIAL QUALIFICATIONS:

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

- 1. Education and Training:** Associate’s Degree
- 2. Prior Related Experience:**
 - Previous experience in learning strategies, academic intervention and support.
 - Previous experience in the development and administration of a budget.
- 3. Licensure/Certification:** Valid CO driver license.
- 4. Equipment Skills:** Computer literacy and overall familiarity with MS Office (primarily Word and Excel).
- 5. Other:** Demonstrated sensitivity, knowledge of, and understanding of the diverse academic, socioeconomic, gender, gender identity, cultural, disability, and ethnic backgrounds of the students we serve. Demonstrated sensitivity to, knowledge of, and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

PREFERRED QUALIFICATIONS:

- 1. Education and Training:** Bachelor’s Degree
- 2. Prior Related Experience:** Relevant experience at the collegiate level, case management experience.
- 3. Equipment Skills:** BANNER Software, EAB Navigate Software

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume, and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community 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. Colorado Northwestern Community College will take appropriate steps to ensure that the lack

of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Jennifer Rea, Associate Director of Campus Life, as its Title IX/EO Coordinator and Brett Caskey, Vice President of Student Services, as its ADA/Section 504/Title II with the responsibility to coordinate its civil rights compliance activities and grievance procedures.

If you have any questions regarding Title IX/EO please contact Jennifer Rea, at (970) 675-3229 or jennifer.rea@cnc.edu and for questions regarding ADA/Section 504/Title II please contact Brett Caskey at 970-675-3213 or brett.caskey@cnc.edu. Reasonable accommodations are available. To request a reasonable accommodation, please contact Angela Miller, Executive Director of Human Resources, at 970.675.3235 or angela.miller@cnc.edu.

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.

Title IX/EO Coordinator

Name: Jennifer Rea
Address: 500 Kennedy Drive, Rangely, CO 81648
Phone: 970.675.3229

Deputy Title IX Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

Deputy EO Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

ADA/Section 504/Title II Coordinator

Name: Brett Caskey
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3213

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than ½ hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing				X		
Walking				X		
Ability to be Mobile				X		
Crouching (bend at knees)			X			
Kneeling/Crawling			X			
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)			X			
Turn/Pivot			X			
Climbing			X			
Balancing			X			
Reaching Overhead			X			
Reaching Extension				X		
Manual Dexterity			X			
Pushing/Pulling						
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.		X				
36 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
Lifting/Carrying						
1 - 10 lbs.		X				
11 - 20 lbs.		X				
21 - 35 lbs.		X				
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work					X	
Other Sensory Requirements				X		
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)	X					
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)	X					
Operation of equipment, tools, vehicles		X				
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
Other environmental requirements:	X					

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____