VACANCY ANNOUNCEMENT

HELENA COLLEGE
University of Montana

Director of Student Success and Retention Initiatives

Helena College University of Montana, a comprehensive two-year college, provides access to and support of high quality lifelong educational opportunities for our diverse community. Helena College is seeking qualified applicants who wish to become part of a dynamic and creative team for a full-time position as the Director of Student Success and Retention Initiatives.

Duties and Responsibilities

The Director of Student Success and Retention Initiatives, which reports directly to the Associate Dean of Academic and Students Affairs, is responsible for oversight, management, and direct facilitation of student support programs and services. This includes, but is not limited to: retention initiatives (Montana Project 10, Momentum Year, and Guided Pathways), student support operations (CARE Team, Disability Resources, Student Wellness, New Student Experience, Veterans Services, and TRIO SSS). The Director is responsible to foster and facilitate collaborative efforts with Admissions and Records, Academic Affairs, the Library Learning Hub, and various other institutional departments in order to: assess and support the personal, social, and developmental needs of current and prospective credit students; facilitate effective transition and guidance programs for new and returning students; and collaborate with faculty to refine early identification, intervention, and intrusive advising processes that will support students’ educational progress and personal self-efficacy through a coordinated, holistic approach to student success across the entire institution.

A complete position description can be requested from hchumanresources@helenacollege.edu.

Minimum Qualifications:

- Bachelor’s degree with emphasis in Psychology, Counseling, Social Work, Higher Education or related area required; Master’s Degree preferred.
- Minimum of three (3) years’ experience in the areas of staff supervision; budget management; program development and evaluation.
- Minimum of three (3) years’ direct related experience with academic advising, educational support programs, student orientation, first-year experience programs, or similar programs (i.e. federal TRIO programs, etc).
- Self-motivated, energetic and creative individual with an expected minimum of three (3) years’ experience in higher education demonstrating proven leadership and project management success. Experience in community college student services preferred.
- Excellent communication skills (listening, speaking, writing) and the ability to work collaboratively with other department and division team members, required.
- Strong human relations and interpersonal skills to interact positively and effectively with diverse populations (e.g., low income, first-generation, individuals with disabilities, ethnic/racial groups typically underrepresented in postsecondary education) are critical.
- Three (3) years progressively responsible experience in working with low-income, first-generation college students preferred.
- Prior work experience with physical and/or learning differences and compliance with ADA preferred.
- Prior experience with retention, personal guidance, case management, and/or social services preferred.
- Relatability and successful experience with overcoming barriers similar to those encountered by low-income and/or first-generation college students preferred.

**Benefit and Salary Information:**

$55,000 - $60,000 annually. Benefits include a comprehensive group insurance benefits program including medical plan options with prescription drug and dental plan, vision exam coverage, life and disability insurance options, flexible spending and dependent care account options, and optional long-term care insurance. Additional information on benefits can be found by visiting: [https://choices.mus.edu/employees.asp](https://choices.mus.edu/employees.asp)

**Application Procedures:**

Please email your cover letter, resume, transcripts, supplemental questions, and references to: hchumanresources@helenacollege.edu

**Supplemental Questions:**

1. Please explain your academic advising philosophy.
2. Please describe your experience with leading a team. Include details on the composition of your team, your leadership style, and your successes and challenges.

**Deadline to Apply:**

This position is open until filled, the first review will be on Sunday, February 16, 2020 @ 11:59pm. Applications received after this date may be considered until an adequate applicant pool has been established.

Helena College University of Montana is committed to building a culturally diverse educational environment. The campus is especially interested in candidates who can contribute to the diversity and excellence of the academic community through their teaching and/or service. Women, minorities, individuals with disabilities and veterans are encouraged to apply.
Criminal Background Investigation is required prior to Offer of Employment

In accordance with University policy, finalists for this position will be subject to criminal background investigations.

ADA/EOE/AA/Veteran's Preference

Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans' or disabilities preference in accordance with state law.

Testing

Individual hiring departments at Helena College may elect to administer pre-employment tests, which are relevant to essential job functions.

*References not listed on the application materials may be contacted; notice may be provided to the applicant.

*All New Employees must be eligible and show employment eligibility verification by the first date of employment at Helena College University of Montana, as legally required (e.g., Form I-9).
Applicant Self Identification Form (optional)

Title VII of the U.S. Civil Rights Act requires Helena College to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

Helena College’s commitment to equal opportunity, nondiscrimination, and affirmative action in employment is realized through its Affirmative Action Plan. This plan and legal responsibilities to ensure equal employment opportunity require reports of job applicants by race/ethnic categories, gender and veteran status. Analysis of the information provided will be used to monitor recruitment and selection practices in at Helena College.

This information is voluntary and is gathered for statistical purposes only. It is kept confidential, separate from application materials, and will NOT be used in any way to evaluate your qualifications for employment.

Position Applied for:
Last Name: ___________________ First Name: ___________________ Middle Initial: ___________________

Gender: [ ] Male [ ] Female

Race/National Origin:
[ ] White (not of Hispanic origin): all persons having origins in any of the original people of Europe, North Africa, or the Middle East.

[ ] Black (not of Hispanic origin): all persons having origins in any of the black racial groups.

[ ] Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless or race.

[ ] Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast, the Pacific Islands, or the Indian Subcontinent.

[ ] American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Veteran Status:
[ ] No Military Service

[ ] Disabled Veteran: (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veteran's Affairs or (ii) a person who was discharged or released from active duty because of a service-connected disability.
☐ Other Protected Veteran: a veteran who served on active duty in the U.S. military, round, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

☐ Armed Forces Service Medal Veteran: a veteran who, while serving on active duty in the U.S. military, ground naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

☐ Recently Separated Veteran: a veteran of the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.

**Where did you learn about this vacancy?**

☐ Newspaper  ☐ Job Service  ☐ Referral  ☐ Posting  ☐ Web  ☐ Career Fair  ☐ Other: