**Vacancy Announcement**

**Director of Student Support Center**

**Position Description:**
Helena College University of Montana, a comprehensive two-year College focused on student success, seeks qualified applicants for the position of the Director of the Student Support Center. At Helena College, it is our vision to be recognized as a responsive regional provider of comprehensive educational opportunities, as well as partner in economic and community development to a diverse and accessible community of learners.

**Duties & Responsibilities:**
Reporting to the Assistant Dean of Student Affairs/CSAO, this position develops and manages institutional initiatives, services and programs to promote student retention and completion through quality proactive advising and the development of innovative services and programs supporting students’ academic progress, transitions and co-curricular activities. The Director supervises multiple staff advisors, Learning Center tutors, Orientation Leaders and the Administrative Assistant for the SSC as well as summer temporary help in addition to creating and managing multiple budgets (Advising, Learning Center and New Student Orientation).

The Director of the Student Support Center is responsible for the oversight of the Student Support Center (SSC), which serves as the entry point for all students and the primary location for student support activities. The Director will manage institutional efforts to promote student retention and persistence utilizing Starfish to aid Helena College positively inflect degree completion outcomes for at-risk students. While this position requires a proactive approach, the Director is expected to work collaboratively with Student Affairs Directors, Academic Division Chairs, faculty advisors and staff to actively create and implement new and/or manage existing institutional support programs and ensure service within the SSC is pleasant, accurate, helpful and effective to Helena College students and members of the immediate and broad community.

**Qualifications:**
The successful candidate will have a minimum of a Bachelor’s degree in a related field, five (5) years’ experience in related academic advising or retention based outreach programming in Higher Education and a minimum of one (1)-year supervisory experience. Preferred qualifications include Master’s degree in a related area, eight (8) years’ experience, and a minimum of five (5) years supervisory experience.
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<tr>
<th><strong>Salary:</strong></th>
<th>$46,000-52,000 annually</th>
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<td><strong>Application Procedures:</strong></td>
<td>We offer an excellent benefits package that includes a comprehensive group insurance benefits program including medical plan options with prescription drug and dental plan, vision exam and hardware coverage, life and disability insurance options, flexible spending and dependent care account options, and optional long term care insurance. Retirement benefits provided TIAA-CREF. In addition to these benefits employees and their dependents are eligible for Tuition Assistance programs.</td>
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<td><strong>Submission Deadline:</strong></td>
<td>Thursday, June 9 2016</td>
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**Background Investigation is Required Prior to Offer of Employment**
In accordance with The University of Montana regulations, finalists for this position will be subject to criminal background investigation.

**Reasonable Accommodations**
Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Helena College Director of Human Resources at 406-447-6925. TDD users may use the relay service by dialing 711.

**ADA/EOE/ADAAA/Veteran’s Preference**
Qualified candidates must be able to meet minimum requirements and perform the primary functions of the position with or without reasonable accommodation. As an Equal opportunity/Affirmative Action employer, we encourage applications from minorities, Vietnam era veterans, and women. This material is available in an alternative format upon request. Qualified candidates may request veterans’ 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.
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 of 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. To claim preference for this, you must submit your award letter from the VA.

☐ 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. To claim preference, you must submit your DD214.

☐ 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. To claim preference, you must submit your DD214.

☐ 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. To claim preference, you must submit your DD214.

Where did you learn about this vacancy?
☐ Newspaper ☐ Job Service ☐ Referral
☐ Posting ☐ Web ☐ Career Fair
☐ Other: