



Position: Executive Director, Career and Academic Success and Advising (CASA)

Position Summary:

Reporting to the Vice President for Academic Affairs (VPAA), the Executive Director provides vision, leadership, strategic direction, and overall administration for CASA. The CASA office supports students with advising, tutoring, career services, and accommodations. The members of the CASA team work to advance the mission of the College by fostering a welcoming environment that supports and promotes student success.

Essential Functions:

- **Leadership:**

- Provides overall direction, leadership, evaluation, and supervision for CASA, including Advising, TRIO, Career Development, and SHC Tutoring, on all budgetary, programmatic, and academic support matters, including early intervention meetings and discussions as needed.
- Monitors budgets and prepares, with directors, future budgets for all departments under their supervision.
- Works with data management constituencies at the college, such as Institutional Research, to provide student usage data for student success tracking.
- Supports career and academic fi{xtw&fnsrl%esi%j{jqur jsy&twfaculty/staff.
- Conducts performance evaluations for direct reports, including departmental directors; assists departmental directors in evaluating staff performance and supporting staff.
- Facilitates professional staff development opportunities for direct reports and maintains appropriate knowledge of and involvement with professional organizations and current publications in the Student Support and Career Development field.
- Establishes office policies and procedures, prepares regular reports, and collects and analyzes research data.
- Represents student support services in presentations for Admissions open houses, orientation, and other events.

- **Student Support:**

- Develop, implement, and assess student success plans and programs using appropriate data collection and analysis
- Receives and responds to student and parent concerns regarding academic performance, advising, and additional student support services.
- Works with current and prospective students to discuss issues such as, but not limited to, major selection, course scheduling, degree requirements, and alternative courses of study.
- Serves on the student support team, assisting in outreach to at-risk students.

- **Coordination:**

- Serves as a resource for faculty and staff in matters related to academic services. Acts as liaison for students and faculty.
- Closely coordinates communication with program directors, chairs, and other faculty to ensure student academic and career support services meet the academic departments' needs.
- Serves on Title III grant committees and the Advisory Board.

Minimum Qualifications:

- Master's degree from an accredited institution
- Three or more years of progressive administrative experience in higher education, including supervisory experience and experience in one or more of: academic advising, career development, tutoring, or accommodations

Preferred Qualifications:

- Experience working at a liberal arts college

To apply, please submit a CV (or resume) and cover letter to academicaffairs@shc.edu. The review of applications will begin immediately, and applications received by November 2nd will receive priority consideration.

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The College reserves the right to modify, reassign, or eliminate job duties and responsibilities, or to combine positions, or portions thereof, at any time, with or without notice. This job description is not an employment agreement or contract.
