

NOTICE OF VACANCY

Position Title: Program Director-Student Support Services

SALARY: \$60,000.00

REPORTS TO: Executive Director for Grants & Special Initiatives

BENEFITS: Institutional fringe package includes health, dental, & vision coverage, life insurance, FSA, and retirement plans; paid annual and sick leave.

POSITION DETAILS: Grant funded- 12 months; Full-time; FLSA Exempt

HOURS: Monday-Friday; 8:00 AM to 5:00 PM; Flexibility outside of normal work hours may be required (if needed)

START DATE: On or before December 1, 2025

SUPERVISORY DUTIES: Supervises all SSS program personnel

POSITION SUMMARY: The Director provides leadership and oversight for the Student Support Services (SSS) TRIO Program, ensuring it is effectively integrated into the mission and operations of the University of Science and Arts of Oklahoma. This position is responsible for managing the daily operations of the program and monitoring progress toward achieving SSS objectives. In collaboration with university offices and personnel, the Director develops and implements standardized procedures for identifying, recruiting, and retaining program participants. The Director also designs and facilitates professional development workshops for USAO faculty and staff to promote understanding of program goals and strengthen institutional support for SSS initiatives. Working closely with the SSS Specialist and the Office of Institutional Research, the Director oversees the program's evaluation plan, ensures compliance with all federal, state, and institutional regulations, and prepares all required reports and documentation for submission to appropriate agencies.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Serve as the primary liaison between the SSS project and the U.S. Department of Education (USDE)
- Serve as the primary liaison between program staff, faculty, university departments and administration; special responsibility for communication with the Business, Financial Aid, Registrar, and Admissions offices of USAO
- Articulate the goals of the program to SSS staff as well as other institutional personnel
- Primary responsibility for identifying and selecting participants
- Ensure a seamless and timely integration of SSS activities into overall institutional operations
- Provide professional development for faculty and staff regarding SSS
- Oversee and manage all aspects of program accountability
- Authorize all program expenditures, and maintain budget control

- Advise and assist in the proper distribution and accounting of all SSS equipment and supplies
- Supervise all SSS personnel
- Manage the project evaluation plan
- Ensure that all required reports to the U.S. Department of education are accurate and submitted on time
- Other duties associated with position

QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Master's degree in education, special education, counseling, higher education administration, or related field preferred; combination of education and experience acceptable
- 2 years managerial experience or equivalent in a higher education setting, including budgetary responsibilities, staff leadership, preferably in federal programs
- Previous experience working with students who are first-generation, low- income or have disabilities in an educational setting, preferably in a postsecondary institution
- Experience with and sensitivity to populations typically underrepresented in higher education including but not limited to populations designated as “underserved” by the USDE.
- Excellent leadership skills
- Highly organized
- Knowledge of program evaluation methods
- Ability to work independently and as part of a team
- Ability to communicate effectively verbally and in writing
- Knowledge/proficiency in normal office software applications
- Ability to provide accurate, succinct status reports suitable for distribution to senior administration and the college's Board of Regents as well as the USDE

Preference given to applicants with backgrounds identical or similar to that of SSS participants

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- Specific vision abilities required by this job include close vision.
- Prolonged periods of sitting at a desk and working on a computer.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually low to moderate.

TO APPLY:

Complete the USAO application at (<https://usao.edu/about/personnel.html>). When completing the USAO application, please attach a letter of interest, a detailed resume, three (3) professional/academic references, and any necessary transcripts.

ABOUT USAO: The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team teaching and will extend throughout the undergraduate experience. To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see www.usao.edu.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided with resources for reporting.