

**TEXAS STATE TECHNICAL COLLEGE
JOB DESCRIPTION**

Title: Director of Support Services
Reports To: Assigned Department
Position Code: DSSE
Department: Assigned Department
EEO Type: PR

Effective Date: 01-01-00
Revision Date: 06-23-03
Pay Grade: G
FLSA: Exempt
ORP Elig: Y

A. General Description:

The Director of Support Services has the specific overall responsibility for creating, developing and implementing all activities necessary to provide supportive services for identified students in special populations.

B. Duties and Responsibilities:

a. Essential Functions

Supervises general operations and activities of the program.

Develops and implements a Management by Objective system of management for the operation of Support Services.

Acts as Liaison to the supervision of the day care program and directs day care referrals.

Directs seminars and workshops for special population service organizations and groups served by the Support Services Department.

Recruits special populations as identified by support services guidelines.

Develops and monitors an operating budget for Support Services.

Responsible for developing a referral directory and social service networking system for the benefit of students.

Provides and promotes programs to include, but not limited to cultural, social, academic, recreational and counseling activities.

b. Other Responsibilities

Performs other duties as assigned.

C. Working Conditions:

Sedentary: Desk work; occasional travel e.g. for College or program activities. Insignificant effort other than normal movement. Minimal Hazard/Exposure: Standard office setting. At least minimal environmental controls to assure health and comfort.

D. Required Qualifications:

Must have excellent written and oral communications skills and have a good understanding of people and be able to meet and work with people of any age and economic status.

E. Minimum Requirements of Education and Experience:

Bachelor's Degree in appropriate field from an accredited college or university.

Three years of experience in guidance and counseling or social services.

Approved _____
Supervisor