

## Director, Student Success Initiative - P16

**FLSA Status:** Exempt

**Pay Grade:** 23

**Job Title ID:** 260504

**Job Series/Job Family:** E3 Alliance Series (grant funded) / E3 Alliance Family (grant funded)

### Reports To

Executive Director

### Job Purpose

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Knowledge and understanding of educational programs at the early childhood, K-12, and/or higher education levels.
- Knowledge of project management and coordination techniques, practices, and processes.
- Knowledge, recognition, and respect for diversity of culture and background.
- Compliance with E3 Alliance and ACC Policies and Procedures.

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Working with exacting accuracy.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Must have a strong statistical background in addition to some experience with qualitative methodologies.
- Strength in presenting information in written and graphic form in ways that influence action and behavior.
- Ability to work independently and as a strong part of a team, and in a collaborative manner.
- Show willingness and initiative to accept and complete new responsibilities and projects, and accept guidance and supervision.
- Proven ability to set and implement evaluation procedures.

### Computer Skills

#### **Required**

- Demonstrated proficiency using standard office software applications such as Word, Excel, Access, and/or Power Point. Ability to use a variety of internet skills and sites to engage a variety of constituents.

### Physical Requirements

#### **Required**

- Occasional lifting of objects up to 10 pounds

- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment

### **Work Experience**

#### ***Required***

- Three years related work experience.

#### ***Preferred***

- Five or more years related work experience, including working with workforce and/or educational institutions from public, private, or non-profit sectors in Central Texas.

### **Education**

#### ***Required***

- Bachelor's degree in a related field and direct industry, institutional, or non-profit experience.

#### ***Preferred***

- Master's degree in a related field, including research projects in academic and community settings.

### **Safety**

#### ***Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.