

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 months, TS grant-funded	Title TALENT SEARCH DIRECTOR
Revised: 8/3/2018	Department TALENT SEARCH
Level: Professional	IPEDS PROFESSIONAL
FLSA: Exempt	Reports to VICE PRESIDENT OF STUDENT AFFAIRS

POSITION SUMMARY

The Director is full-time, 12 months. The Director is responsible for meeting all Talent Search (TS) project objectives and implements the activities that support the objectives of the project to ensure compliance. The Director hires, supervises, and evaluates all project staff. The Director works cooperatively with other TRIO Directors and staff. The Director maintains close working relationships with target school personnel (teachers, counselors, and administrators), parents, and college staff/faculty. The Director is responsible for managing the development and implementation of all project activities and services. The Director is supervised by the Vice President of Student Affairs. The position is federally-funded and contingent upon continued grant funding.

MAJOR FUNCTIONS

1. Implement all facets of the Talent Search program;
2. Maintain accurate records concerning project activities and participant contacts;
3. Prepare all necessary U.S. Department of Education reports;
4. Prepare and update Policies and Procedures manual;
5. Prepare the annual TS budgets and monitor to ensure appropriate and efficient use of funds;
6. Coordinate TS promotions including information dissemination, web page, brochures, fliers, etc.;
7. Direct activities to identify and select eligible participants and document participants' needs for project services;
8. Coordinate maintenance of complete and accurate confidential participant files (including application and income documents and summaries of all key project services provided);
9. Coordinate all activities and provide continuity among the TS program;
10. Establish and maintain close working relationships with target schools staff, parents/guardians of participants, and college faculty and administrators;
11. Design , implement and evaluate project activities and services throughout the project year;
12. Develop and conduct orientation and workshops for participants and parents;
13. Hire, train, supervise, and evaluate staff;
14. Maintain accurate records concerning project activities and services provided to participants;
15. Consult with counselors, faculty, financial aid offices, admissions, TRIO staff, and others on behalf of participants;
16. Coordinate chaperoning staff during participant travel;
17. Direct tracking of former project participants; and
18. Fulfill any other duties requested by the VPSA which job-related circumstances may demand.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Bachelor's degree required, master's degree preferred in education or closely related field.
2. A minimum of three years of experience working with middle, junior high, and/or high school students.

3. Experience working with students and/or disadvantaged populations.
4. Excellent communication and interpersonal skills.
5. Ability to work independently with little direct supervision.
6. Ability to plan, organize and implement responsibilities effectively.
7. Ability to establish and maintain positive working relationships with students, professionals, and the public.
8. Ability to drive an automobile and a clean driving record required.

EQUIPMENT/SOFTWARE

Operate standard office computers and software.

POSITIONS SUPERVISED

Advisors and Office Assistant

WORKING CONDITIONS

1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals part of the time; but also outdoors part of the time (even in inclement weather) engaging in physical activities such as walking (sometimes long distances), hiking, etc., when helping with student activities.
2. Working hours involve evening and/or weekend work, particularly during summer program.
3. Must be able to travel several days a week as well as an occasional overnight trip.
4. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
5. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Office administration work part of the time involving sitting much of the time but will involve mobility within the campus and various sites.
2. Other activities require lifting up to 50 pounds, moving materials from one place to another, participating in physical activities/sports/games, etc. with students.
3. Input, access and distribute information using computers.
4. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.