

## **Assistant Director for First Year Programs - Student Success Center** **[Pittsburg State University](#)**

### **Apply online:**

[https://ebyf.fa.us2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX\\_1001/job/SSP014223](https://ebyf.fa.us2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1001/job/SSP014223)

Pittsburg State University is accepting applications for an Assistant Director for First Year Programs in the Student Success Center. The primary function of the Assistant Director is to coordinate a leadership program for retention initiatives, provide support to students with academic difficulties, and lead the tele counseling program.

### **Duties and Responsibilities of Position**

- Student Leadership and Orientation
- Manage Student Intervention and Support Services
- Exploratory Studies
- Data Tool Management and Training
- Student Success Counseling

### **Required Education and Experience at Hire**

- Master's degree
- One year of full-time experience in a related field or two years as a graduate assistant in a similar university program may be substituted for experience.

### **Preferred Education**

- Master's degree in college student personnel, educational leadership, higher education, or related field.
- Experience with retention and student success initiatives.

**Screening Services (Background Checks):** Your employment with Pittsburg State University is contingent on a satisfactory criminal background check and sex offender check.

**Salary Amount:** \$44,000

**Job Type:** Unclassified

**Appointment Duration:** 12 months

**Work Schedule:** Full Time – Monday through Friday, occasional nights and weekends required

### **Application Documents Required\*:**

- Cover letter
- Resume
- Names and Contact Details for Three (3) Professional References

\*Consolidate documents into a maximum of 2 to upload.

**Open until Filled** with a first review date of **February 1, 2023**.