



## Job Posting

### Director of Academic Support Services / Title IX Coordinator

Date Posted 11/30/2023  
End Date: Until Filled

The **Director of Academic Support Services / Title IX Coordinator** provides leadership for college academic support services. The primary purpose of this position is to support student learning and to organize systems that will help students be successful in their overall college experience and in achieving their academic goals. The Director of Academic Support will also monitor and oversee implementation of Title IX compliance including the coordination of training, education, communication and administration of Title IX grievance procedures for students, faculty, staff, and other members of the College community. The Director is the advocate for the academic support initiatives and assists the Dean of Instruction in formulating policy, developing budget, and developing systems and programs to support a successful college experience.

All Cisco College employees are required to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, all employees cooperate and work harmoniously with College personnel and the public. All Cisco College employees follow College policies, rules, regulations, and guidelines that relate to the specific position.

**A full job description is listed separately.** This is a full time position with a generous benefit package. Benefits can be found on the Cisco College Website under the *Employment* section.

A **complete** resume package includes a *completed and signed* Cisco College Application (located on the Employment Page of our website at [www.cisco.edu](http://www.cisco.edu)), cover letter, resume, and unofficial copies of transcripts. *Please ensure all required documents are included with your submission, as incomplete packages are returned unprocessed.*

Complete resume packages sent to the following address or email:

Laurie Kincannon  
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# **Cisco College**

## **Job Description**

**Job Title:** Director of Academic Support Services / Title IX Coordinator

**Reports to:** Dean of Instruction & Academic Support

**Classification:** Professional III

### **Job Summary**

The Director of Academic Support Services / Title IX Coordinator provides leadership for college academic support services. The primary purpose of this position is to support student learning and to organize systems that will help students be successful in their overall college experience and in achieving their academic goals. The Director is also academic advisor and counselor to designated cohorts of students. The Director's duties will be accomplished through a continuous loop of communication and follow-up in the major areas that impact students as they work to achieve their education. The Director is the advocate for the academic support initiatives and assists the Dean of Instruction in formulating policy, developing budget, and developing systems and programs to support a successful college experience. The Director of Academic Support will also monitor and oversee implementation of Title IX compliance including the coordination of training, education, communication and administration of Title IX grievance procedures for students, faculty, staff, and other members of the College community.

It is expected that the Director of Academic Support Services will accomplish assigned duties in an efficient, effective and competent manner, and will strive for improvement and excellence in all work performed. Additionally, this individual must demonstrate a commitment to the comprehensive role of the community college as described in the college mission statement. The Director must cooperate and work harmoniously with college personnel and the public, and must follow all college policies, rules, regulations and guidelines as they relate to this position.

### **Primary Academic Support / Advising Duties**

1. Provides leadership in implementation and evaluation of advising and academic support services including promoting a student success focus and helping to ensure quality service and effective processes.
2. Provides direct supervision for academic support personnel including counseling, veteran services, testing centers, tutoring/student tutors, and the Abilene Welcome Center.
3. Implements and monitors advising, retention and outreach processes and interventions that provide assistance for students with academic or completion difficulties. Follows up with students and faculty concerning these interventions as appropriate.
4. Works with staff to oversee the Academic Support budgets, make recommendations regarding the annual budget and directs the proper expenditure of college resources through effective management.
5. Ensures that academic support services processes and procedures assist Enrollment Services in the admission and matriculation of prospective students.
6. Provide academic advisement, career and limited personal counseling for students.
7. Advise present and prospective students in designated cohorts on course selection and scheduling with respect to their Texas Success Initiative (TSI) status, their chosen career pathway, degree, field of study, and/or certificate plan. Keep current information on

university programs and transfer requirements and emphasizes teaching students how to pursue a degree plan and transfer information and resources as part of the advising program.

8. Evaluates student transcripts and assists counselors with transcript evaluation to ensure efficiency and accuracy in evaluation of alternative credit including transfer, exam, or experiential credit.
9. Assists students with the graduation application process; submits final degree/certificate plans and graduation applications to Enrollment Services.
10. Participates with on-going assessment and institutional effectiveness programs to develop a more effective learning environment. Assists the Dean of Instruction in promoting and reporting assessment of outcomes for academic support services that support student learning, and makes recommendations for improvement activities related to outcomes.
11. Works with testing centers to organize and monitor all aspects of test administration relating to TSI and GED and other national and local testing as necessary.
12. Works with the Dean of Instruction to develop, implement, and supervise a plan for providing limited personal counseling and referral services for students at all locations.
13. Works with the Vice President of Instruction to implement and supervise counseling services and activities provided for Perkins Grant IV Programs and technical students. Assists technical and special populations counselors in completing Perkins activities and requirements.
14. Assists the Dean of Instruction in performing employee evaluations including development and monitoring employee development plans and/or training.
15. Keeps informed in all areas of academic support and student success including academic support programs, advising, academic interventions, and others by seeking out appropriate professional development opportunities and resources; promotes and monitors professional development of academic support services personnel.
16. Other duties as assigned.

#### Primary Title IX Program Duties

1. Oversees all Title IX complaints and identifies/addresses any patterns or systemic problems that arise during review of such complaints.
2. Must be available to meet with students, faculty and staff.
3. Assist the College Police Department regarding the appropriate response to reports of sexual violence.
4. Coordinates training, education, communication, and the administration of grievance procedures related to Title IX for faculty, staff, students and other members of the College community.
5. Keeps up to date on Title IX matters and regulations through training opportunities and the review of current literature and federal guidance and resources.

#### Minimum Qualifications

1. Three years of experience in a position with leadership responsibilities, preferably in a college-level programs.
2. Experience teaching or providing training to adult students.
3. Excellent written and verbal communication skills.
4. Excellent computer skills and organizational skills.
5. Master's Degree in Counseling or related field.

### Preferred Qualifications

1. Master's Degree in Counseling.
2. Academic advising experience.
3. Documented experience implementing new programs, projects, or curriculum and training/supporting faculty and/or staff.
4. College-level teaching experience.
5. Experience with learning assistance programs, academic interventions, and/or orientation at the college-level.

Reviewed: 4.16.2018
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Updated: 5.15.2020
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