Harcum College in Bryn Mawr, PA, a leader among the nation’s independent, two year colleges, has an immediate opening for a full-time Director for the Student Support Services (SSS) program. The Student Support Services program at Harcum College is a federally-funded TRiO program through the U.S. Department of Education designed to improve retention and graduation rates for low-income, first generation students, and/or students with disabilities. The Director will work to integrate the program into the whole college experience and successfully achieve program objectives as outlined in the grant proposal submitted and funded by the U.S. Department of Education.

**Responsibilities:**

- Create, plan, and organize yearly programming: workshops, welcome back programs, wrap-up programs, field trips, and awards ceremonies.
- Work collaboratively with Educational Success Center, Office of Admissions, Financial Aid, Student Accounts, Office of Disability Services and other support services to coordinate recruitment of SSS students and delivery of services.
- Serve as the liaison with U.S. Department of Education.
- Ensure program delivery in a manner that meets all grant objectives. This includes but is not limited to: enrolling adequate numbers of students, maintaining retention rates, maintaining budget expenditures, achieving goals for graduation and transfer to a 4-year institution.
- Chair the Student Support Service Advisory Committee twice a year; recruit key members, coordinate meetings, establish the agenda, and maintain records and minutes.
- Serve as the SSS budget officer. Maintain budget records and monitor expenses to ensure they are in accordance with the SSS grant and Harcum guidelines.
- Manage the SSS Grant Scholarship. Develop timeline and requirements, and coordinate with the office of Financial Aid and Student Accounts.
- Manage data collection for grant reporting (Annual Progress Report) to ensure timely and complete compliance with all grant reporting guidelines. Provide status reports on participant performance when requested by funding agency or Harcum College.
- Attend conferences, trainings, and meetings relevant to SSS programming, which may include some travel.

**Qualifications/Skills:**

*Education:* Bachelor's Degree in education administration, psychology, sociology, social work, counseling, or related field is required.

*Experience:* Candidate will have experience working with underserved communities in a programmatic setting or in higher education. Candidate should have student advising experience, including personal, career, and
academic counseling for general and/or special student populations. Candidate is able to demonstrate project management and organizational skills.

**Skills:** Proficient in MS Office applications (Word, Excel, PowerPoint.) Strong communication skills (written and verbal.) Excellent interpersonal skills and a sense of humor with strong attention to organizational detail.

**Preferred Qualifications**

**Education:** Master’s degree in education administration, psychology, sociology, social work, counseling, or related field.

**Experience:** The preferred candidate has experience in teaching, working in higher education and/or with a Federal/State-funded program similar to the TRiO Student Support Services or other programs focused on low-income, first generation students and/or students with a registered disability. Grant management experience, including staff supervision and budget management, is highly preferred. Experience with teaching, training, mentoring, program management and college advising is also preferred.

**Schedule:** Full-time position during normal business hours, some travel, and some evening and weekends. This position is located on the Bryn Mawr, PA campus.

**ABOUT HARCUM COLLEGE**

Harcum College is an independent, coeducational, fully accredited, residential college. The College offers associate degrees in allied health, business and social science, as well as certificates and a variety of continuing studies programs.

Founded in 1915 by Edith Hatcher Harcum and Octavius Harcum, it was the first college in Pennsylvania chartered by the state to offer the associate degree. Today Harcum has degree programs on its Bryn Mawr Campus, located about 20 minutes west of Philadelphia, programs online and at Partnership Sites throughout the region, serving approximately 1,500 students.

Harcum provides quality instruction from faculty, close student-faculty collaboration, small class sizes, and individualized support services.

**COMPENSATION**

Harcum College offers a comprehensive benefits package and the salary will be commensurate with experience. Harcum College is an Equal Employment Opportunity employer. Resumes **MUST** include salary requirements for consideration of employment.

Please send cover letter and resume including work history to:

Claudine Vita  
Executive Director, Human Resources & Compliance Officer  
Harcum College  
750 Montgomery Avenue  
Bryn Mawr, PA 19010  
Fax: 610-526-6011

Preferred response for this position is via email: **cvita@harcum.edu**