



CONNECTICUT STATE COMMUNITY COLLEGE

Job Description

First Year Experience Director

Salary Level:
CCP 20 (Subject to Willis)

Date Approved/Revised:
6/22/21

POSITION PURPOSE:

Under the direction of the Connecticut State Community College's (CSCC) Associate Vice President of Transitions the First Year Experience Director is responsible for all First Year Experience (FYE) operations. They facilitate and oversee the development and review of FYE curriculum applying Guided Pathways principles and practices. This individual manages the optimum delivery of FYE courses to assure improved student retention and success through data informed decisions. They promote continued innovation, specifically for those opportunities that align with FYE learning outcomes. This individual advocates and ensures equity and inclusion principles and practices are upheld for all students and employees.

On behalf of the AVP of Transitions, they lead the CSCC First Year Experience Council (FYEC) and provide administrative leadership support by collaborating with campus administrators, faculty, and staff and dual enrollment partners. They collaborate determine, refine, and clarify the academic and student affairs policies and practices that support the FYE course delivery, approved learning outcomes and FYE assessment tools. This individual must coordinate and facilitate faculty selection and instruction activities with campus FYE leadership, to ensure FYE is delivered to all students in accordance with NECHE Standards related to Dual Enrollment.

They serve as a leader in longer-term FYE planning, assuring quality of instruction, development of faculty/staff and furthering the CSCC strategic plan, the educational master plan, and the goals and objectives of the CSCC.

SUPERVISORY AND OTHER RELATIONSHIPS:

In assuming these responsibilities, the Director of First Year Experience supervises each CSCC campus FYE Generalist in partnership with the campus Associate Dean. When appropriate, they also delegate responsibility and authority to appropriate faculty and staff, while maintaining accountability.

MAJOR ACCOUNTABILITES:

The Director of First Year Experience is accountable for these duties through effective performance in these essential functional areas:

- A. Developing, implementing, coordinating, assessing and revising of the FYE course for dual enrollment and CSCC students;
- B. Managing of cross functional FYE collaborations, to include, but not limited to; career services, counseling, educational technology, library services;
- C. Coordinating and facilitating an inclusive and participatory FYEC;
- D. Facilitating the selection of FYE faculty and staff, supporting the employer evaluation processes and leading conversations with the campus Academic Associate Deans and FYE Campus Generalists;
- E. Developing and coordinating regular FYE faculty and staff professional development opportunities
- F. Creating and submitting the FYE budget to the AVP of Transitions.

EXAMPLES OF DUTIES:

The following examples of duties illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- A. Overall development, implementation, coordination, assessment and revision of the FYE course for dual enrollment and CSCC students This accountability includes such essential tasks as:
 - a. providing strong, dynamic academic and administrative leadership;

- b. fostering a collegial environment which encourages scholarship, teaching, and learning excellence;
 - c. providing leadership for curriculum maintenance and development;
 - d. utilizing data and encouraging collaboration, guide the FYE course into the future;
 - e. providing guidance to, and receive recommendations from, management and campuses regarding FYE course planning, implementation, assessment and related matters;
 - f. advocating and promoting equity-based quality instruction, reviewing student success measures and incorporating these findings when regularly evaluating the FYE learning outcomes.
- B. Management of cross functional FYE collaborations, to include, but not limited to; educational technology, library services, career services, counseling This accountability includes such essential tasks as:
- a. promoting extensive collegial and collaborative relationships with administrators, faculty and staff within the campuses, as well as with State and national partners and professional and collegiate associations;
 - b. collaborating with college and campus academic leadership regarding the FYE course;
 - c. representing the CCSC Vice President of Transitions at State meetings and conferences, serves as a representative on committees, commissions, and other activities, makes presentations at meetings, workshops and events as assigned.
- C. Coordination and facilitation of FYEC This accountability includes such essential tasks as:
- a. managing a state-wide FYE committee that includes a diverse membership list; CSCC and Student Success Center representatives, high school faculty/staff, and other interested partners;
 - b. directing data-driven decisions consistent with FYE learning outcomes and CCSC goals;
 - c. developing a clear understanding of the culture and community values of each campus and building relationships in support of academic excellence;
 - d. promoting the role and use of technology in the delivery of FYE instruction and course materials.
- D. Facilitating the selection of all FYE faculty and staff, supporting the employer evaluation processes and leading conversations w/campus Academic Associate Dean and FYE campus generalist regarding FYE faculty workload assignments;
This accountability includes such essential tasks:
- a. supervising, evaluating, and directing the work of assigned personnel;
 - b. coordinating FYE faculty workload assignments;
 - c. collaborating with campus administration regarding FYE faculty and staff course and personnel evaluations.
- E. Developing and coordinating regular FYE faculty and staff professional development opportunities
This accountability includes such essential tasks as:
- a. researching national FYE best practices;
 - b. creating, facilitating and assessing frequent professional development activities for FYE faculty and staff.
- F. Creating and submitting the FYE budget to the AVP of Transitions,
- a. developing and submitting FYE operational budget which may include; resources for faculty and staff selection, FYE curriculum updates, professional development activities and grant management;
 - b. promoting grant opportunities and supporting applications for FYE grants.

PROFESSIONAL PARTICIPATION AND DEVELOPMENT

In addition to the accountabilities listed above, the Director of First Year Experience is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement and honors ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at, committee, staff, informational and professional meetings.

QUALIFICATIONS:

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and student. They are expected to have excellent oral and written communication skills along with strong Information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.) Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- success leading, managing and representing academic units;
- knowledge and abilities in academic curriculum development and implementation and appropriate and effective teaching methodologies;
- commitment to academic quality and standards to promote student success;
- dedication to the use of data and data analysis in the decision-making process;
- knowledge of state/national initiatives and associated frameworks;
- proven experience with academic personnel processes;
- proven experience in and commitment to participatory governance;
- creative and visionary leadership skills to inspire staff, students and the community;
- knowledge and experience with regional accreditation agencies;
- sensitivity to and ability to work with the diverse academic; socioeconomic, cultural and ethnic backgrounds of members of the College community, including those with disabilities;
- flexibility and respect for diverse opinions;
- experience with resource allocation and skill in budget and fiscal oversight;
- abilities to build and maintain collaborative internal and external relationships and exercise group leadership skills, emphasizing collaboration, consensus building, conflict resolution, and problem solving;
- strong information and technology literacy skills;
- outstanding communication skills in writing, speaking and listening;
- innovative problem solving and critical thinking skills.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's degree from an accredited institution in an appropriately related field together with three to six years of administrative level leadership for academic programs and/or student service operations in a research university or comparable multi campus setting that includes one to three years of supervisory experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

WORK ENVIRONMENT

The First Year Experience Director typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The First Year Experience Director may travel to public sites to make presentations as well as travel to regional or central meetings and conferences.