Associate Director of Holistic Student Supports

Job Description

Job Overview

The Associate Director of Holistic Student Supports coordinates and manages the development and delivery of promising practices in support of the Advising Success Network and the purposeful integration of holistic college practices and student interventions. As part of this work, the Associate Director is responsible for working directly with partners in the Advising Success Network and proactively managing all network deliverables and deadlines to include budget management, project management and grant reporting. In addition, the Associate Director provides direct college field support to test network solutions and deliver holistic student supports coaching and services with assigned college and ATD partner organizations. The Associate Director represents ATD at local, regional, and national meetings and works collaboratively with other teams within ATD to ensure effective communication and collaboration across initiatives, as well as supporting ATD learning events.

This position reports to the Executive Director of Holistic Student Supports, serves as a member of the Innovation team, and supports the advancement of ATD’s organizational growth and development. This position is grant funded for 3 years.

Duties and Responsibilities

Project and Relationship Management of Advising Success Network Services (60%)

Lead the development and delivery of resources, tools, and services related to advising and holistic student supports redesign services.

Represent ATD in the field through participation in the Advising Success Network at learning events, meetings, conferences, and contracted client engagements.

Manage all project deadlines, budgets and deliverables to ensure compliance with all business and operational reporting requirements.

Manage contractor relationships to include coordinating the execution of agreements and the communication of needs with Assistant Director of Holistic Student Supports

Collaborate with Network Solution partners to ensure alignment of work and coordination of efforts.
Research the needs of ATD Network colleges to identify opportunities for
deepering their experiences and improving upon holistic student supports
design, delivery, resources, and tools.
Proactively identify opportunities to promote learning and knowledge gained
from the field to ATD colleagues and senior leadership.

Delivery of ATD Services (30%)
- Present information on Achieving the Dream and Holistic Student Supports at
  local, regional and national meetings.
- Facilitate discussions on a variety of topics related to Holistic Student
  Supports and college student success efforts.
- Present information on college best practices in the field.
- Co-facilitate workshops with members of the Innovation Team.

Additional Responsibilities (10%)
- Actively serve on internal committees/teams to contribute to ATD’s strategy
  execution.
- Support ATD Network Engagement and other activities, as needed.
- Other duties as assigned.

Skills/Qualifications/Experience
- Master’s degree in relevant field, with a minimum of five (5) years
  related work experience in program and project management; grant-
  writing and grant-management experience; and higher education.
  Experience in a community college environment preferred.
- Must have excellent project management skills; ability to monitor and
  execute multiple projects at once, detail-oriented and organized.
- Requires strong written and oral communication and facilitation and
  presentation skills; ability to communicate effectively with a variety of
  audiences including technical, professional, and executive.
- Requires strong project management skills and organization.
- Require strong commitment to equity and culturally responsive
  practices.
- Ability to work productive in both team and independent settings.
  Excellent technology skills, particularly facility with Microsoft Office 365
  Suite, Salesforce, and Canvas and/or ability to learn new technology
  products quickly.

Competencies
Change Management: Anticipates changing circumstances and engages
stakeholders in moving forward with change

Systems Thinking: Defines the system and one’s role in the system. Sees
relationships and the dynamic elements of the holistic system and executes
work accordingly. Influences the said system. Maps connections to ATD’s
external landscape

**Learning Orientation:** Embraces challenges, new ideas, and different perspectives as an opportunity to learn. Teaches others to foster learning.

**Change Agent:** Serves as an agent of change at a personal, team, and organizational level to pursue outcomes for students. Adapts as the environment changes, while managing associated risks. Motivates staff, team, organization, and partners to activate the change needed to advance defined priorities.

**Collaboration:** Acts as a team player who is responsive to others’ priorities, processes, and roles. Demonstrates willingness to collaborate, respect, and humility when seeking to understand others and making decisions. Strives to break down silos across programs and levels.

**Disciplined Execution:** Demonstrated ability to manage work processes effectively and efficiently in order to deliver high-volume, high-quality work.

**Effective Communication:** Ability to actively listen and thoughtfully question in order to create greater understanding and offer insights that advance problem-solving.

**Emotional Intelligence:** Demonstrates self-awareness and self-regulation and recognizes impact of personal behavior on others.

**Position Details**

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<thead>
<tr>
<th>Position Type:</th>
<th>Full Time, Exempt</th>
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<tbody>
<tr>
<td>Salary Grade:</td>
<td>6</td>
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<tr>
<td>Reports To:</td>
<td>Executive Director of Holistic Student Supports</td>
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<td>Work Location:</td>
<td>Silver Spring, Maryland</td>
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<tr>
<td>Level of Travel Required:</td>
<td>Moderate/Frequent</td>
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**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this position.

**Equal Opportunity Employer**

At Achieving the Dream, Inc. (ATD) we strive to attract, develop and retain highly qualified and diverse individuals. ATD is committed to creating and maintaining a diverse work environment and is proud to be an equal
opportunity employer. Employment policies and decisions at ATD are based upon merit, qualifications, performance and business needs. All qualified candidates will receive consideration for employment without regard to age, race, color, national origin, gender (including pregnancy, childbirth or medical conditions related to pregnancy or childbirth), gender identity or expression, religion, physical or mental disability, medical condition, legally-protected genetic information, marital status, veteran status or sexual orientation.

January 1, 2020

~ EMPLOYMENT IS CONTINGENT ON A CANDIDATE’S SUCCESSFUL COMPLETION OF A BACKGROUND CHECK ~