

Assistant Director Well-Being
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=251379>

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Posted Jan. 10, 2025, set to expire Feb. 2, 2025

Job Title Assistant Director Well-Being
Department Student Affairs
Institution Central Oregon Community College
Bend, Oregon

Date Posted Jan. 10, 2025

Application Deadline 02/02/2025

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Student Services
Counseling Services

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Job Description

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Assistant Director Well-Being

Position Number: B1188PD

Starting Wage/Salary: \$75,000 - \$80,000 plus exceptional benefits

Close Date: 02/02/2025

Primary Purpose:

The Assistant Director of Well-Being is responsible for planning, coordinating, and overseeing a

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comprehensive student well-being program and providing campus-wide leadership for the implementation, on-going coordination, and assessment of the Colleges well-being student support services. These currently include SNAP Training and Education Program (STEP), Pathways to Opportunity (PTO), Thrive (benefits navigator), personal counseling, food bank, and the Clothing Connection.

Essential Duties and Responsibilities:

Supervision and Leadership:

- Hire, train, and supervise STEP College/Career Success Coach(es).
- Train and support Clothing Connection volunteers.
- Oversee the Thrive and personal counseling contracts, providing support to their onsite staff and coordinating services.
- Provide leadership for the daily and long-term functions/goals/processes of STEP/PTO, Thrive, personal counseling, food bank, Clothing Connection, and any additional services.
- Identify, design and lead new services in the student well-being program.

Program Support and Development:

- Connect, collaborate, and establish partnerships with College departments and community organizations to maximize services and to strengthen outreach efforts. Increase the understanding of needs and experiences of students.
- Assist in the development and writing of grant proposals for additional program funds.
- Partner with Marketing and Public Relations to promote services to the College community.
- Manage budgets for all services, assess overall program and specific services effectiveness, ensure grant compliance and produce grant reports.
- Collect data in different formats to evaluate the effectiveness of the program and services.

Administrative Duties:

- Assist Title III grant manager in collecting necessary data/information for the Title III grant reports.
- Participate in advisory committees and facilitate trainings, workshops, or events as assigned.
- Regularly staff the Clothing Connection and food bank to ensure student access.
- Coordinate support resources for all four campuses.
- Perform other essential functions as assigned that support the overall objective of the position.

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Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Demonstrated experience supporting individuals with basic needs supports and services.
- Strong interpersonal, communication and public presentation skills.
- Knowledge of principles related to program development, group leadership skills and an understanding of group dynamics.
- Ability to provide leadership, research and problem-solving skills.
- Ability to work independently while contributing to the larger team in Student Affairs.
- Establish positive and productive working relationships with students, staff and faculty, and on occasion, work with circumstances that require effective negotiation, mediation, and conflict resolution.
- Ability to maintain confidentiality of student records and adhere to federal student privacy requirements.
- Ability to monitor budgets and other administrative processes in a timely and professional manner.
- Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience.
- Ability and skills to competently serve students from a variety of background, respecting cultural and socio-economic differences.
- Ability to effectively utilize common Microsoft applications (Word, PowerPoint, Excel) and utilize a student information system (Banner) and reporting software (e.g., Argos).
- Able to communicate effectively in individual and group settings, representing the College on a professional basis, both orally and in writing, using the English language with or without the use of an interpreter.

Minimum Requirements:

Education:

- Bachelors degree in Social Work, Counseling Psychology, Education, or related field.

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Experience:

- Three years of related professional work experience in providing support, advocacy, and program services to a diverse population.
- Two years of direct supervisory experience.

Preferred Qualifications:

Education:

- Masters degree in a related professional field.

Experience:

- Professional work experience in a higher education setting.
- Bilingual in Spanish/English.

To apply, visit <https://jobs.cocc.edu/postings/10998>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Student Affairs
Central Oregon Community College

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