

BAND	GRADE	SUBGRADE
D	6	1

JOB TITLE	DEPARTMENT/SECTION	REVISED
Director of Guided Pathways	STUDENT SERVICES	January 2020
<p>SUMMARY OF FUNCTION: Under the supervision of the Vice President for Student Services, provides the leadership and operational oversight of the development, organization, and implementation of Arizona Western College's implementation of the college's first year courses and Guided Pathways advising. Works with the Faculty Pathways Coordinator to ensure Academic and Student Services Pathway efforts are unified and support student success and completion.</p> <p>REPORTS TO: Vice President for Student Services</p> <p>SUPERVISES: Lead Faculty/ Pathways Advisors, part-time and student employees.</p>		
TASK NO.	DESCRIPTION	FREQUENCY
1	Serve Students. Works collaboratively with faculty, academic, and student services staff to strengthen a culture committed to the success of all students, building a comprehensive system of Guided Pathways, first year seminar and wrap around student success services. Works closely with Director of Career & Advisement Services and the Faculty Pathways Coordinator to develop the Guided Pathways advising model.	25%
2	Oversees the implementation of the first-year curriculum that is designed to help students explore college and career options and choose a program of study (Major) early on, help students make steady progress (guaranteeing and ensuring completion on time) on their program plans, and confirming that they are building essential skills (learning) across their programs (Majors).	25%
3	Facilitates change management activities related to first year activities and Guided Pathways and the case management approach to program advisement, promoting the Guided Pathways Model's four main principles: <ul style="list-style-type: none"> 1. Mapping program pathways to student end career goals 2. Helping students choose and enter a program pathway 3. Keeping students on path in regards to program 4. Ensuring that students are learning 	25%
4	Collaborate with Faculty Pathways Coordinator and Associate Dean of Scheduling, to ensure seamless Academic and Student Services Pathways efforts to include and conduct assessments. Analyzes and maintains program data to gauge student learning and success as well as program effectiveness. Directs, implements and evaluates processes and procedures. Makes recommendations for program improvements.	15%
5	Works with other divisions/departments in AWC to coordinate activities, programs and services which support, advising, career development, transfer functions in service to the learning mission of the College, to include Pathways efforts with YUSCH and regional High Schools.	10%
6	Support and participate in strategic initiatives and perform other duties as assigned by the Vice President for Student Services.	As needed

REQUIRED: Master's degree in higher education administration, college student services administration and three years of experience in student services, or related field, or Bachelor's degree with a minimum of five years of experience in student services. Demonstrated expertise in leadership development, resource and budget management, organizational management, and student advising. Excellent written and oral communication skills. Ability to build and maintain collaborative relationships for decision making. Understands the role and mission of the comprehensive community college. Able to use computer information systems for preparation of required reports. Demonstrated commitment to providing an environment of service to students.

PREFERRED: Master's in Educational Leadership or related area. Administrative experience in the community college; experience in providing leadership for development and implementation of comprehensive student programming at the college level.

Human Resources

Date

College Officer

Date