



Position: **SUCCESS Senior Project Director**

Job Description:

Supporting Urgent Community College Equity through Student Services (SUCCESS) is a segment-wide initiative to enhance supports and services to improve outcomes for the most underserved populations. SUCCESS is an innovative collaboration among the 15 Massachusetts Community Colleges, the Massachusetts Association of Community Colleges, and the Massachusetts Department of Higher Education. The SUCCESS Senior Project Director will provide centralized leadership for the segment-wide Success Initiative. This position is grant funded, renewable annually subject to state appropriation.

General Statement of Responsibilities:

As a result of effective, evidence-based advocacy for additional resources for student support services at Massachusetts' fifteen community colleges, the FY2021 state budget included \$7M for "Supporting Urgent Community College Equity through Student Services (SUCCESS) grants to community colleges," which will be available through FY2022. While the FY2022 state budget process is still in progress, the collaboration is seeking an additional \$14M for the next cycle.

The Supporting Urgent Community College Equity through Student Services (SUCCESS) grants to each of the state's 15 community colleges currently range between \$380K-640K and are meant to provide wraparound supports and services to improve outcomes for their most vulnerable populations including, but not limited to, low- income, first-generation, minority, and disabled students and lesbian, gay, bisexual, transgender, queer and questioning students. Those wraparound support activities are meant to build on proven successful support services, and include peer mentors, academic skills workshops, field trips to four-year universities, targeted academic, career, transfer, and scholarship advising, and other vital supports.

The SUCCESS Senior Project Director will provide leadership for an established Leadership Team of presidents and senior staff from the colleges, the state Department of Higher Education, and the Massachusetts Association of Community Colleges; and to a larger Coordinating Committee of project leads from all fifteen colleges.

Supervision Received:

The Senior Project Director will work through the Massachusetts Association of Community Colleges on statewide aspects of the grant and report to the MACC Deputy Executive Director, with guidance from the SUCCESS Leadership Team, which includes Department of Higher Education (DHE) and community college leadership representatives. The use of data held by the DHE must be approved by the Senior Associate Commissioner for Research and Planning through an MOU.

Supervision Exercised:

The Senior Project Director will supervise SUCCESS Fund grant-funded personnel as assigned.

Duties and Responsibilities:

- Convene and facilitate ongoing statewide project partnership meetings and activities (e.g., Leadership Team, Coordinating Committee, etc.)
- Develop and implement communication strategies to inform internal and external partners and stakeholders of project activities, goals and outcomes.
- Hire, supervise and evaluate project staff as required.
- Develop and monitor project budgets as required.
- Coordinate the accomplishment of SUCCESS Fund Leadership Team and Coordinating Committee tasks as described in their charter, including:
 - Support and inform the Department of Higher Education (DHE) in its administration of the program funding by making recommendations on the formula and criteria.
 - Support and inform the DHE's legislative reporting requirements in collaboration with the Deputy Commissioner for Academic Affairs and Student Success and the Senior Associate Commissioner for Research and Planning.
 - Provide ongoing consultation to the Massachusetts Association of Community Colleges (MACC) and DHE in the overall development and administration of the SUCCESS Fund and its programs.
 - Working with the Coordinating Committee Members, establish, monitor, and report on specific, measurable expected outcomes for SUCCESS Fund projects.
 - Provide guidance for campus-based SUCCESS Fund projects.
 - Provide regular updates on SUCCESS Fund progress to the MACC Council of Presidents and the MA Department of Higher Education.
 - Provide summary reports on outcomes in preparation for future funding advocacy.
 - Identify existing successful student support services programs at Massachusetts community colleges and elsewhere.

- Identify specific, replicable “best practices” of these programs for implementation/expansion through SUCCESS Fund activities.
- Provide a mutual support network for SUCCESS Fund initiatives across the fifteen community colleges.
- Provide regular reports on campus SUCCESS Fund activities and outcomes.

Qualifications:

- Master’s Degree required.
- Minimum of 5 years of administrative experience in planning, implementation and oversight of student success initiatives, preferably in a large institutional, regional, or statewide higher education system.
- Demonstrated skill in complex program management including organizing meetings, workshops and group process facilitation is required.
- Excellent oral and written communication skills.
- Knowledge of higher education or community college systems and procedures.
- Demonstrated experience leading or assisting complex partnerships.
- A hands-on management style will be needed to achieve the goals and fulfill the responsibilities of this position.

Salary:

Salary commensurate with experience and education.

Benefits:

This full-time, Commonwealth of Massachusetts position is classified as a Non-Unit Professional and includes a complete benefit package including competitive health insurance, dental insurance, basic life insurance, long-term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits.

This is a remote position with the possibility of some in-person meetings at the MACC Boston office or one of the 15 Massachusetts Community Colleges.

Application Instructions:

Please send one PDF document with a cover letter highlighting your qualifications and a complete resume to careers@macc.mass.edu with SUCCESS Senior Project Director in the subject line.

This position is open until filled.

The Massachusetts Association of Community Colleges is an Affirmative Action/Equal Opportunity Employer. We are committed to a diverse, multicultural, multi-ethnic work environment. Women, people of color, persons with disabilities and others are strongly encouraged to apply.

For more information and about MACC, visit: <https://masscc.org/>