Position: Programs Director
Reports to: Deputy Director
FLSA Status: Exempt
Category: Regular, Full-time
Location: Seattle, WA
Salary Range: $91,694 to $110,998 DOE

SUMMARY:

Across the state, Washington has more science, technology, engineering, math (STEM) and health care jobs than it can fill yet our higher education system cannot keep up with the demand for skilled employees. The Washington State Opportunity Scholarship (WSOS) is a unique, public-private partnership designed to address our talent shortage. WSOS fuels the state’s economy by providing scholarships and a continuum of support services to low- and middle-income students who are pursuing a graduate degree, bachelor’s degree, associate degree, certificate, or apprenticeship in a high-demand trade, health care or STEM program in Washington state.

Reporting to the Deputy Director, the Programs Director leads the WSOS team’s college persistence and career development work, ensuring the efficacy of strategies to support Opportunity Scholars as they transition from Scholar to working professional. The primary responsibility of the Programs Director is to oversee the strategy for orienting new Scholars to their college campus, designing a plan for academic success and preparing them to launch into a career or field of study in STEM or health care. The Programs Director is responsible for the successful operation all Career and Technical, Baccalaureate, and Graduate Scholar programs, including but not limited to the Scholar Lead near-peer mentoring program for first- and second-year Scholars and the Skills that Shine industry mentoring program. The Programs Director provides effective leadership and management of the Programs team.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

- Develop, implement and coordinate comprehensive strategies to enhance the Scholar experience and support, with a focus persistence and career development
- Oversee and support the Programs team with specific emphasis on the development and motivation of direct reports
- Provide leadership for Programs in functional areas including budget management, strategic planning, goal setting and measurement
- Develop and maintain a current understanding of best practices and emerging initiatives in student success and career development/career services to promote Scholar preparedness and access to high-demand trade, STEM and health care careers
- Lead the analysis and translation of program or initiative data to ensure WSOS is delivering on its intended impact
- Build relationships with college and university staff, regional leaders and others on- and off-campus to advance persistence efforts and career placement
- Implement innovative solutions to resolve problems, in addition to the development and execution of short- and long-range plans to meet program needs
POSITION REQUIREMENTS:
Education and Experience

- Bachelor’s or Master’s degree, preferably in a field related to STEM, health care or student services (or equivalent experience)
- Minimum of seven years of experience working in college student services administration, student advising, admission, financial aid, career services or related fields
- Demonstrated experience (five years or more) leading an effective team
- Experience planning and developing student support programming or curriculum for post-secondary students

Core Competencies

- Ability to adapt to changing circumstances
- Commitment to collaboration through active participation as a team member, focus on accomplishing team goals rather than a personal agenda and a willingness to contribute
- Communicates goals, objectives and strategies frequently and aligns them with work and tasks
- Proactively develops possible solutions to challenges grounded in information, data and input from others
- Provide evidence of a growth mindset through examples of taking initiative to expand knowledge and skills and regularly seeking feedback and coaching
- Show skills pertaining to developing and motivating others as shown by identifying positive attributes in others and concretely reinforcing them
- Demonstrate dedication to actions that promote social justice and racial equity

PREFERRED QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of:

- College persistence activities and supports that best promote students’ successful completion of a post-secondary credential
- Strategies that support differentiated student learning through online curricula, peer mentoring and other methods
- Career readiness activities and supports that promote young professionals’ launch from college to career
- Making data-driven decisions to inform program planning efforts in alignment with best practices and learning from prior efforts
- Systems of power and oppression and how they impact the lived experience of students of color, first-generation college students and students from low-income families
- High-demand (leading or up-and-coming) industry sectors in the state of Washington, particularly those that leverage the advancement of the trades, STEM and health care

Skill in:

- Translating organization strategies and objectives into concrete performance and improvement goals for work teams
- Active participation in direct report reviews and discussions to assure plans and progress have their intended impact
• Providing clear oversight, direction and development for direct reports to maximize their ability to meet their potential within their job function
• Clearly communicating evidence for the impact of program elements and training others on the successful implementation of program as designed
• Leveraging strategies to promote college retention and advance students’ experience with on-campus financial aid, academic advising and career services
• Leveraging strategies to promote career access within field of study by facilitating and promoting students’ access to industry experiences and professionals
• Project management and time management, including dealing with multiple, competing deadlines; proven track record of timely follow-through on deliverables with a tenacious commitment to achievement of agreed-upon targets
• Leveraging technology and other creative solutions to enhance productivity and grow efficiencies

Ability to:
• Collaborate with other WSOS staff and community partners to build an effective, efficient, scalable and sustainable college persistence/career readiness program for Scholars that is part of a statewide, integrated system of supports
• Design a student support program that can provide targeted, differentiated support for students with varying needs, geographical locations and engagement with a limited staff
• Think big picture and design impactful, scalable solutions for all students while also having the ability to operationalize and execute on strategy
• Thrive working independently and under supervision in an energetic, fast-paced team environment
• Balance competing priorities in a cross-functional workspace

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:
• Valid Washington state driver’s license or identification card
• Proof of a reliable means of transportation
• Complete a criminal background check absent of offenses impacting ability to perform in the role

WORK ENVIRONMENT:
• Occasional lifting of up to 20 pounds; regular walking, sitting, bending, twisting, and reaching
• Open to dialogue about issues related to diversity, equity, and inclusiveness
• Ability to perform consistent work on a PC required.
• Typical office environment with moderate noise levels from standard office equipment
• Travel within the state of Washington up to 25% of the time
BENEFITS:
- Competitive salary commensurate with experience
- Health, dental, vision and prescription coverage; long-term disability, short-term disability and life insurance
- Paid time off (PTO) and holidays
- Matching 401(k)

HOW TO APPLY:
Priority application deadline is August 5, 2020. The position will remain open until filled. To apply, please send all of the following documents:
- Cover letter outlining your interest in the position
- Resume highlighting relevant aspects of your experience
- Personal diversity or equity statement (maximum of 300 words): The purpose of this statement is to identify candidates who have professional skills, experience and/or willingness to engage in activities that would enhance organizational and educational equity.

Please email the above to jobs@waopportunityscholarship.org and include “Programs Director” in the subject line.

Equal employment opportunities and diverse staffing are fundamental principles of WSOS. To learn more about the Washington State Opportunity Scholarship, please visit www.waopportunityscholarship.org. People who have personal experience as a first-generation, under-resourced, or underrepresented student like the majority of those WSOS serves are especially encouraged to apply.