POSITION ANNOUNCEMENT
8/15/14

Associate Director of the McArthur Center
Rio Grande Community College

Rio Grande Community College is seeking applicants for the position of Associate Director of the McArthur Center, located in McArthur, Ohio. Reporting to the Vice-President of Administration, the Associate Director’s responsibilities will include but not be limited to working with prospective and current McArthur Center students as well as faculty and staff to ensure an active and effective learning environment. The Associate Director will serve as the main conduit between the Center and main campus. The Associate Director will be the primary contact for all student inquiries and will have an understanding of and commitment to local economic development.

Essential Duties

- Assisting students with the admissions process
- Assisting students with the financial aid process
- Advising and registering students
- Serve as an advisor and academic counselor to students
- Manage the day to day operations of the building
- Assist with the development of an annual schedule
- Serve as a liaison between the McArthur Center and the main campus
- Work closely with Vinton County Schools to continue fostering the solid professional relationship that allows for the operations of the center
- Attend community events and local high schools to represent the McArthur Center as needed

Position Qualifications

Bachelor’s degree in Communication, Business, or related field is required with a Master’s Degree preferred. Preference will be given to applicants with previous experience in higher education. Qualified applicants must be able to demonstrate the ability to work well with first generation college students. Effective written and presentation skills are a must. Successful candidates must have a working knowledge of Microsoft Suite office products and be able to demonstrate computer competence. Top candidates will be those with a proven ability to work independently while still maintaining a supportive rapport with students. This position will serve as mentor and advisor to McArthur Center students. Top candidates will embrace this role and seek to offer new opportunities for students enrolled at the Center.

For consideration:

Please submit a letter of interest and resume including the names and addresses of the three references to Rebecca Long, Vice-President of Administration, PO Box 326, Rio Grande, Ohio or email: rlong@rio.edu.

Position is posted until filled. A background check is required before hire.

Rio is an Equal Opportunity/Affirmative Action Employer