The Director of CTE Data and Student Success shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and term of employment shall be determined by the Board of Trustees upon the recommendation of the President. This position reports to the Dean of Career and Technical Education or as designated by the President.

**Qualifications:**
Must be detail-oriented and flexible, as well as have ability to problem solve, multi-task, meet deadlines, and work with all types of people. Additional skills needed include knowledge of Microsoft Office Suite, time management, organization, and strong written language skills. Bachelor’s degree required; Master’s degree preferred.

**Description:**
This position will be responsible for collecting and reporting the data required for the Career and Technical programs in addition to providing advising and support services unique to CTE students. This is a salaried, exempt position and is covered by the Public School Retirement System of Missouri (PSRS).

The Director of CTE Data and Student Success shall have the following duties and responsibilities:

1. Working closely with MACC’s Director of Institutional Effectiveness and Planning, collect CTE data necessary for institutional and state requirements.
2. Prepare and submit reports for annual Department of Elementary and Secondary Education (DESE) requirements including Perkins, Vocational Enhancement, Faculty Salary Reimbursements, 180 Day Placement, etc.
3. Prepare annual budget proposal; administer budgetary expenditures.
5. Provide accurate financial aid counseling and assist clients in application process for Free Application for Federal Student Aid (FAFSA), and refer to other potential resources for financial aid.
6. Develop, schedule, promote and conduct seminars and workshops to provide opportunities for career development.
7. Provide ongoing advising and support services to enrolled students to promote retention and completion.
8. Provide academic advisement for students receiving special funding in cooperation with Student Services.
9. Promote the Career and Technical Education programs via student and faculty bulletins, newsletters, posters, flyers, guest speaking in classes, new student orientation, web page, and promotional events, e.g. open house, workshops throughout the service region.
10. Develop and conduct annual, periodic, ongoing, and special events, e.g. Career Expo in both Columbia and Moberly.
11. Establish, maintain, and coordinate the New Traditions advisory committee and promote the program throughout the service region.
12. Promote gender equity, diversity inclusion, and participation in non-traditional careers to the public through career fairs, speakers’ bureau, and other media efforts through the development of presentations and marketing pieces.
13. Represent Moberly Area Community College in local Workforce Investment Board/Missouri Career Center Initiatives. Participate in the development and facilitation of collaborative Work Readiness Training sessions at the Missouri Career Center.
14. Perform other duties as assigned by the Dean of Career & Technical Education or person designated by the President.