

**EXEMPT RECRUITMENT ANNOUNCEMENT**  
**Assistant Director**  
**College Access and Support**

**Reports to:** Director of College Access and Support  
**Division:** **College Access and Support (CAS)**  
**Classification:** Exempt  
**Open to:** Open until filled.  
**Salary:** \$62,000-\$71,000

### **Agency Profile**

The Washington Student Achievement Council links the work of the secondary schools, higher education, and state education agencies to achieve the mission of improving educational outcomes for students at all levels. Supported by a cabinet-level state agency, the Council proposes improvements and innovations needed to adapt the state's educational institutions to evolving needs, and advocates for increased financial support and civic commitment for public education in recognition of the economic, social, and civic benefits it provides. The agency also conducts research and analysis, protects education consumers, manages the Guaranteed Education Tuition (GET) college savings program, and administers state and federal financial aid programs.

### **About the Division**

The College Access and Support (CAS) division supports the over-arching goals of helping students succeed in college and career through effective access and outreach activities and support services. The division emphasizes access, attainment, affordability and achievement working with partners and stakeholders to deliver access information and offer support services. CAS administers the College Bound Scholarship, Washington State GEAR UP program, theWashBoard.org scholarship search site, college application and FAFSA filing campaigns, and other activities.

### **About the Position**

The Assistant Director serves as a member of the management team in the CAS division and provides a lead role in developing and coordinating communications and outreach efforts with both internal and external stakeholders, and is responsible for continuous program improvement. The position will identify and develop best practices and evidence based approaches to postsecondary preparation and support for student success. The Assistant Director works with division management and staff to implement statewide efforts to support improved access to and success in postsecondary education for all students, especially those who are historically underrepresented, including first generation and low-income students.

### **Essential Functions:**

- Provide leadership in several statewide College Access and Support programs/initiatives to support student success through education pipelines.
- Oversee program-related tasks including data collection and analysis, report writing, and presentation.
- Collaborate with agency staff especially from IT, Communications, Program, Policy & Research to develop and implement program policies and procedures.

- Collaborate with partner organizations to deliver program services which may include establishing, monitoring and evaluating contracts for services.
- Supervise classified and exempt employees as assigned. Continually assess employee's performance, recognizing good performance and intervening appropriately when performance is not acceptable. Conduct timely and meaningful evaluations of employees.

## **Work Activities:**

### **1. Program Management and Administrative (45%)**

- Provide leadership in the FAFSA Completion Initiative and serve as the key contact for 295 school districts.
- Provide leadership in the Washboard.org, the American College Application and College Goal Washington Campaigns.
- Lead in managing data and data sharing agreements for division programs.
- Assist with policy and fiscal analyses during the legislative session and as requested.
- Assist in the GEAR UP College and Career Readiness Consortium and NCAN Common Measures Learning Community projects.
- Supervise assigned classified and/or exempt staff and conduct performance reviews.

### **2. Data management and evaluation (25%)**

- Manage the data flow and data accuracy of the College Bound, the Washboard.org, the American College Application Campaign and College Goal Washington, FAFSA Completion Initiative.
- Develop program performance measures in collaboration with the CAS management team, and lead in the planning and coordination of the division research and evaluation activities.
- Coordinate with GEAR UP external evaluator and assist program/project staff in formulation of measurable and relevant goals and objectives as they relate to evaluation activities.

### **3. Communication (20%)**

- Participate in both internal and external committees as necessary to develop and enhance program messages.
- Issue program procedure and policy guidelines and develop rules as necessary.
- Working with program/project staff to develop accurate and timely information to communicate with students, schools, and the general public effectively.
- Serve as division lead in development and coordination of messages, materials, and use of electronic and social media formats.

### **4. Other duties as assigned. (10%)**

### **Required Education, Experience and Competencies**

- Bachelor's degree in education, humanities, business and other related fields.
- Minimum of three years of experience implementing college access and success programs and activities.
- Experience collecting, interpreting, summarizing and presenting data to inform decision making and planning.
- Experience in connecting program implementation to outcomes.
- Understanding of education trends, priorities, and existing programs to support student preparation for and success in postsecondary education.
- Awareness and understanding of financial aid systems and resources.
- Excellent verbal, written and interpersonal communication skills.
- Excellent organizational and problem-solving skills.
- Ability to exercise independent judgment and to clearly communicate complex policies and procedures.
- Ability to coordinate large projects with multiple stakeholders.
- Ability to work effectively with a diverse team.
- Understanding of the challenges facing underrepresented students in the K-20 system.

### **Preferred Qualifications**

- Master's degree in Public Policy, Education, Higher Education, Statistics or other relevant field.
- Experience working in programs serving first-generation, low-income students and their families.
- Five years of experience of working in college access, student support, admissions or financial aid areas.
- Knowledge of federal and state college access and/or student financial aid programs.
- Direct experience with and development of outcomes based performance indicators.
- Experience with process evaluation and improvement.

### **Application Procedures**

To be considered for this position, you must possess the required qualifications listed above and submit a complete application package, which must include the following:

1. **Letter of Application.** A letter of application that addresses how you meet the required education and experience described in this announcement. Applications with generic cover letters will be considered nonresponsive and may eliminate the application from further consideration.
2. **Resume.** A detailed resume including all educational and professional experience.
3. **References.** A list of names, titles, and current telephone numbers of three (3) employment references.
4. **Authorization to Release Information form.\***
5. **Affirmative Action Form (optional).\***

*\*These forms can be found on our website at: <http://wsac.wa.gov/employment>*

This position will remain open until filled. The Agency reserves the right to close the recruitment at any time once a qualified pool of applications is received.

Electronic application packages are encouraged and should be sent in **MS Word format or as a .pdf only** with “Assistant Director” in the subject line. If your submission is in a PDF file format, please put the optional affirmative action form in a separate file.

**Fax:** (360) 704-6202 | **Email:** [HumanResources@wsac.wa.gov](mailto:HumanResources@wsac.wa.gov)

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***Please note: The quality and completeness of the required application materials will be considered in determining whether candidates will move to the next phase of the screening process.***