



## JOB DESCRIPTION

<b>JOB TITLE:</b> Director of Building Bridges to Success	<b>FLSA:</b> Exempt
<b>Department:</b> Student Services	<b>Date:</b> 6/7/2017
<b>Security Sensitive:</b> Yes	<b>Grade:</b> C-51
<b>Reports To:</b> Vice President of Student Services	

### **Job Summary**

This grant funded position provides leadership and oversight of the Department of Education's TRIO program, Building Bridges for Success. The Program Director is responsible for overseeing the planning and implementation of all program activities in coordination with Galveston College and program staff. The Director serves as a liaison to Galveston College's Administration and reports directly to the Vice President of Student Services, with accountability to the U.S. Department of Education.

### **Essential Functions**

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- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

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