



VACANCY ANNOUNCEMENT

Encumbered position and the position is being restructured

Position Title: Director of Student Success and Engagement

Position: 100280

FLSA Status: Exempt

Position Status: Full-Time

Reports To: Vice President of Student Affairs

Under the direction of the Vice President of Student Affairs, the Director of Student Success and Engagement is responsible for the supervision and coordination of all library/Learning Commons services within the college, including tutoring, and provides oversight of student engagement activities and events. The Director develops, implements, and integrates programs and processes within the Learning Commons that engage students and instructors, and assists with data collection and analysis on student success and retention across campus. Additionally, the Director provides leadership and accountability for College-wide activities, ensures the delivery of quality and effective programs to augment and support the academic and social success of students, and helps advance new teaching and learning initiatives as identified through Academic and Student Affairs.

The following positions report to the incumbent:

- Library Coordinator
- Accessibility Services Coordinator
- Tutoring Services Coordinator
- Tutors
- Work-Study Students
- Hourly Students

DUTIES AND RESPONSIBILITIES:

1. Provide leadership in the development of Learning Commons facilities.
2. Administer annual funds to include maintaining a balanced budget, analyzing, and revising fees, and providing for strategic use of resources.
3. Supervise the selection, acquisition, utilization, and maintenance of Learning Commons resources and equipment.
4. Provide leadership in developing dynamic and innovative services, collections, and curriculum-integrated instruction.
5. Ensure new services are developed based on continuing assessment of the needs of Learning Commons patrons.
6. Foster a team approach to managing the Learning Commons and create an environment that promotes growth, creativity, and motivation among the staff.

7. Conduct regular and/or timely meetings with the Learning Commons staff and attend other relevant meetings as necessary.
8. Resolve complaints and problems originating with students, faculty, and staff pertaining to the Learning Commons and its services.
9. Schedule, supervise, and evaluate the Library Coordinator, Accessibility Services Coordinator, Tutoring Services Coordinator, and tutors.
10. Foster productive inter-campus relationships with other departments and personnel.
11. Train and supervise the Tutoring Services Coordinator and assist with the training and supervision of peer tutors.
12. In conjunction with Learning Commons, AIM, and TRiO employees, coordinate events within the Learning Commons (i.e., maker spaces, workshops, etc.).
13. Improve student learning by assessing the Learning Commons area, documenting results, and creating program reviews.
14. Assist the Tutoring Services Coordinator with tutoring reports that include:
 - a. Tracking of grade movement along the 4-week, 8-week, 11-week, and final grade check continuum, correlated with the number of touches by those offering retention services.
 - b. Final grades of students who utilize retention services in correlation to students who do not use the services.
 - c. Overall course withdrawal rates of students who utilize retention services in correlation to students who do not use the services.
 - d. Semester analysis of new retention strategies implemented or continued.
15. Provide professional development support to instructors and staff as applicable to the Learning Commons.
16. Serve as a member of campus, System, and State committees
17. Supervise the selection, acquisition, utilization, and maintenance of online databases and e-Resources, including the Learning Commons website.
18. Develop and maintain a current procedures manual for the Learning Commons.
19. Assist with academic advising as needed.
20. With the Dean of Students, provide guidance and facilitation for the development and implementation of high-quality and student-centered approaches to support student success in non-instructional dimensions of the student college experience for all students, particularly for first-generation, low-income and students of color.
21. Create, implement, and assess quality, inclusive, student engagement/student life programming.
22. Promote positive student engagement and student relations by maintaining effective lines of communication with student leaders and serve as an advocate for the non-instructional, extra-curricular, and co-curricular needs of students.
23. Develop, implement, and measure the success of co-curricular programming. Develop and enhance the assessment of student learning outcomes for student engagement activities and events.
24. Work evenings and weekends as needed to provide coverage in staff's absence.
25. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree with willingness to obtain a Master's Degree within three years of hire

PREFERRED QUALIFICATIONS:

- Master's Degree from an accredited institution.

- Administrative leadership education or learning settings.
- Experience in research services and instruction to college students and/or the public.
- Collection management experience with knowledge of trends and practices in information access, acquisitions, collection development, cataloging, and serials.
- Knowledge of current Library best-practices, national cataloging standards, managing archives, digital collections, online instruction and resource delivery, and webpage development and management.
- Experience in planning, organizing, and implementing new and revised services.
- Experience with educational assessment and program reviews.
- Solid understanding of the role and potential of technology for the design and delivery of information resources including social networking and digital resources.
- Supervisory experience.
- Strong customer service orientation.
- Excellent interpersonal skills, including demonstrated ability to work effectively and collaborate with culturally diverse faculty, students, staff, and patrons and function effectively as both a team leader and a team member
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people.

SALARY:

\$52,000 - \$57,000

Excellent benefit package including PERA retirement, health, vision, dental, life insurance, annual leave and sick leave.

[Benefit Information](#)

APPLICATION INSTRUCTIONS

For consideration, an applicant file must contain:

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.) (Official transcripts requested upon hire) - As part of our commitment to a fair hiring process, we invite you to redact any information from your transcripts that may be confidential/protected under law, including your age, date of birth, or dates of attendance/graduation.
4. Names, addresses, and phone numbers of 3 professional references

APPLICATION DEADLINE

March 26, 2025

To express interest in similar jobs, email kelsey.barbee@otero.edu.

POSITION START DATE:

April 1, 2025

Submit Application Packet To:

Otero College
Attn: Kelsey Barbee
Director of Human Resources
1802 Colorado Ave

La Junta, CO 81050
FAX: (719) 384-6947

Or Email To: kelsey.barbee@otero.edu

Inquiries May Be Directed To:

Kelsey Barbee
(719) 384-6824

Applicants must submit to and pass a background check before an offer of employment can be extended.

*****Please Note: Otero College is not able to provide sponsorship for applicants who do not currently have the legal right to work in the United States or require transfer of a Visa.*****

*****Must be a resident of the State of Colorado or able to relocate to Colorado prior to the first date of employment. *****

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policy 3-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran status or military status, pregnancy status, religion, genetic information, gender identity, gender expression, sexual orientation, or any other protected category under applicable local, state, or federal law (also known as "civil rights laws") including protection against retaliation and for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies, in its employment practices or educational programs and activities. Otero recognizes that the quality of instruction and educational opportunities for all are enhanced when the diversity of the community served is represented in the student population and workforce. Otero also recognizes that women, minorities, veterans and individuals with disabilities have been historically underutilized in the higher education workforce.

The College has designated Mike Rager, Director of Civil Rights and Investigations as its EO/TITLE IX COORDINATOR and Kelsey Barbee, Director of Human Resources as its AFFIRMATIVE ACTION (AA), OFFICER with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at 719-384-6824, kelsey.barbee@otero.edu, or 1802 Colorado Ave. McDivitt Hall RM# 140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

The Federal Cleary Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.

Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet

Qualified protected class individuals are encouraged to apply

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

ABOUT OTERO COLLEGE:

Founded in 1941, Otero College is an accredited Hispanic Serving Institution and is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management
- Artificial Insemination
- Nurse Aide
- Practical Nursing
- Phlebotomy
- Oxyacetylene
- Welding Fundamentals I

Welding Fundamentals II
Welding Production
Advanced Welding Pipe
Advanced Welding Railroad

To learn more about Otero College, visit the college's website at www.otero.edu.

OTERO MISSION STATEMENT:

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.