



EOP Director

Senior Staff Associate SL5

Job Summary: SUNY Canton seeks an inspiring, dynamic leader to lead its Educational Opportunity Program (EOP). In this role, the Director will be responsible for the overall coordination of the Program, including operating within the SUNY EOP guidelines to achieve student recruitment, matriculation, persistence, and completion goals. The State University of New York's Educational Opportunity Program provides access, academic support, and financial aid to students who show promise for succeeding in college but who may not have had access otherwise. The ultimate goal of EOP is to make higher education possible for high potential students from historically underserved backgrounds. The Program is jointly funded by SUNY Canton and the State University of New York State-wide System Office of Special Programs.

The Director is responsible for creating a supportive environment that promotes academic and personal success, through high quality advising, academic interventions, transitional support, and student engagement. The Director is responsible for all aspects of the Program's operations, budget, recruitment, retention, and programming, with a strong emphasis on creating a sense of community among students. The Director will be committed to incorporating the Program into the university's overall educational mission and supporting the Program's contribution to university-wide goals, strategic priorities, and initiatives.

Supporting more than 100 students annually, the EOP annual budget includes staff salaries, direct aid, tutoring, summer orientation, and special projects. The Director supervises a staff of 4 full-time employees and 6-12 part-time employees including counselors, instructors, an administrative assistant, and professional and peer tutors.

Minimum Qualifications:

- Master's degree by time of appointment from a college or university accredited by the U.S. Department of Education or an internationally recognized college or university.
- Minimum of 3 years of experience in a leadership role in an opportunity program and/or academic success department or related field.
- Experience in supervision of professional staff.
- Deep understanding, dedication, expertise in supporting the needs and success of students from educationally and/or under resourced and/or underserved backgrounds.
- Demonstrated experience with diversity, equity, and inclusion efforts.
- Demonstrated experience developing, organizing, and administering budgets.
- Strong personnel management skills including team development, goal setting and measurement, strategic planning, and the ability to manage multiple functions and organize institution resources to meet goals and objectives.
- Excellent interpersonal, verbal, and written communication skills.

Preferred Qualifications:

- Terminal degree.
- Progressively responsible leadership experience at a college or university.
- Ability to foster an environment of exemplary professionalism and commitment among staff to build strong working relationships with other university departments.
- Professional experience working in an EOP/HEOP program or sister opportunity program from out-of-state.
- Experience with collective bargaining and union environments.
- Experience with Banner, MS Teams, or other relevant technology.
- Knowledge of applicable federal and state laws, statutes, campus processes, and awareness of law and policy proposals affecting EOP students.

* Valid driver's license

Work Schedule: Monday-Friday, 8:30-4:30 and availability to work nights and weekends

Salary: \$73,000 to \$75,000

Prior to final offer of employment, the selected candidate will be required to submit to a background check including, but not limited to, employment verification, educational and other credential verification, and criminal background check.

Application Deadline: Open until filled; application review begins immediately. Persons interested in the above position should apply online at <https://employment.canton.edu/>

SUNY Canton, a unit of the State University of New York, is an affirmative action, equal opportunity employer. SUNY Canton is building a culturally diverse and pluralistic faculty and strongly encourages applications from minority and women candidates.

The college is located in Canton, a village in the St. Lawrence River valley of northern New York. Located 20 miles from the St. Lawrence River and the Adirondack Park, and 70 miles from the Canadian capital city of Ottawa, Ontario, Canton holds excellent opportunities for the outdoor or cultural enthusiast. SUNY Canton is a member of the Associated Colleges, a consortium of four colleges.