

# TITLE

## Program Director of Leadership, Engagement and Achievement Program

### Department

Student Life

### Position Description

The Program Director of the Leadership, Engagement, and Achievement Program (LEAP) will serve as a student advocate, focusing on engagement and student success. This position will identify students at risk of attrition and develop guidelines for their success and wellbeing, utilizing campus and staff resources, peer mentors and strengths-based advising. This position will engage students in drug and alcohol prevention education and will identify leadership opportunities for students. In addition, the position will take a leadership in campus-wide persistence efforts, focusing on student retention, and educating faculty and support staff regarding retention issues.

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience

- Master's degree required; five or more years of progressively responsible experience in high education and student life preferred.

### Other Skills

- Excellent organizational and communication skills.
- Ability to type, working knowledge of computer applications including ERP systems and Microsoft Office.
- Excellent oral and written communication skills.
- Proven ability to organize and work independently as a leader and as part of a team.
- Ability to understand and administer electronic assessment instruments and applications used in student life.

### Benefits

Benefits package includes medical insurance, voluntary dental and vision, life insurance, additional voluntary life insurance, accidental death and dismemberment, short-term disability, long-term disability, retirement plan, tuition remission and vacation and sick leave accrual.

### To Apply

To apply, submit a letter of interest, résumé, a list of three (3) references and the Rocky Mountain College application (<http://rocky.edu-staff/employment-opportunities/pd/StaffApplication.pdf>). Submit to [jobs@rocky.edu](mailto:jobs@rocky.edu) or mail to Human Resources, Rocky Mountain College, 1511 Poly Drive, Billings, MT 59102

### AA/EOE

As an Affirmative Action/Equal Opportunity Employer, we encourage applications from individuals with disabilities, veterans, minorities and women.