

TITLE: Talent Search Director

DEPARTMENT/DIVISION: TRIO Programs

REPORTS TO: Sr. Director of Grants and Compliance

CLASSIFICATION: Professional, Full-time

SALARY RANGE: \$50,000 - \$55,000, based on education and experience.

POSITION SUMMARY

The Director facilitates the coordination of the Talent Search projects and manages all project budgets, ensures compliance with federal, state, and SSC regulations and reporting procedures, oversees project design and development and supervises Project staff.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers, and the community we serve.
- Interact effectively with faculty, staff, students, and other customers of our services, while learning and applying the operating practices of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Handles confidential information with tact and discretion; reviews documentation of participant eligibility, need for project services, services provided, academic progress of individual students and other information required for measuring individual participant and project outcomes.
- Hires, trains, supervises, and evaluates staff to ensure timely delivery of each project's services.
- Manages the Talent Search budgets and works with the College's financial personnel to assure all expenditures are made in line with Project, SSC, and federal requirements.
- Oversees and is responsible for design and development of services provided by the projects.
- Maintains connections with service agencies, schools, and area businesses and organizations.
- Develops and presents informational sessions to educate community groups and others about the Talent Search program.
- Plans and supervises staff to ensure participant recruiting events and appropriate academic, social, and cultural activities are provided to participants in a timely manner.
- Prepares and submits all reports to the Department of Education by specified deadlines.
- Works closely with SSC Administration to ensure compliance with all federal regulations pertaining to the Talent Search projects.
- Meets regularly with other SSC TRIO directors to discuss strategies for coordination of projects.
- Develops assessments and evaluates projects to determine compliance and effectiveness of procedures and activities.
- Conducts regularly scheduled meetings to address formative and summative evaluations as outlined in the Project Evaluations.
- Attends training and professional conferences and oversees the scheduling of Talent Search employees' training and conference attendance.
- Reports to SSC administration as required.
- Other duties as assigned by supervisor.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other functions as necessary or as assigned.
- Some overnight and weekend travel is required during the academic year.
- Long hours and extensive overnight travel may be required during summer camps.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- A. *Knowledge:*** A master's degree in education, counseling, or a related field required. Three years of appropriate professional-level experience. Preference given to those who have experience working with Talent Search programs, disadvantaged students, and students in the 6th – 12th grades. Additionally, preference given to applicants who have overcome backgrounds similar to the target population. Knowledge of federal regulations, budgeting, evaluation and reporting strongly preferred.
- B. *Skills:*** Possess strong organizational, time management, and human relations skills, demonstrated presentation skills, and excellent written communication skills. Experience with word processing, spreadsheets, budgeting, supervision, and compiling detailed reports.
- C. *Abilities:*** Reliable transportation is required. Position may require long hours in the summer months and during peak reporting times.

Application review will begin immediately; however, only candidates whose applications are received by **October 15, 2025** are assured of receiving full consideration. Salary is \$50,000 - \$55,000, based on education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times contractual salary. Employment is subject to successful completion of background check. *This position is contingent upon the budget.*

To apply, please send letter of application, resume, copies of all academic transcripts, and the name and phone numbers for three professional references to:

E-Mail: hr@sscok.edu

and/or

Mail: Seminole State College

ATTN: Human Resources

P.O. Box 351

Seminole, OK 74818

SSC participates in E-verify.

Posted October 1, 2025