

Director of Single Parent Success College of Saint Mary/Omaha, Nebraska

The Director will have general responsibility for providing campus-wide programs for single mothers, including a success coach/mentor program for single parents, as well as a series of programs and a class for the single mothers in CSM's Mothers Living & Learning (MLL) program. The Director will collaborate with the Director of Residence Life, who serves as the hall director for MLL, to provide the students with a positive and learning-centered college experience which increases their chances to succeed. The Director may also assist any student who attends CSM with any community resources that she may need in immediate/difficult situations.

Primary Job Responsibilities:

- Provide a campus-wide single parent-focused programs and other workshops deemed needed, including the development of a success coach/mentor program for single parent students
- Assist any student on campus with immediate human services needs by connecting them with appropriate community resources.
- Serve as liaison to Spellman Child Development Center regarding Title XX students
- Collaborate with DHHS Community Liaison to assist parent students with access to DHHS related programs, including Title XX, ADC, Employment First, Medicaid and/or SNAP as appropriate.
- Teach required one credit class: The successful single parent student, required for first time MLL students and offered to others.
- Assist with retention-focused initiatives and programs as a team member in the Achievement Center.
- Collaborate with Enrollment to market the Single Parent Success program and meet with prospective MLL students when requested
- Participate in MLL selection process.
- Assist with MLL Opening week in order to build community and facilitate academic and personal/parental success.
- Assist MLL students with personal issues involving financial, family, and environment adjustment and serve as advocate when coordinating communication and services with caseworkers.
- Serve as the advisor to M.O.M.S. (Many Opportunities Mothering Solo) student organization
- Provide a monthly Newsletter for all CSM parent students

Qualifications:

Master's Degree strongly preferred in Higher Education, Human Services, Counseling, or related field and 3 -5 years of experience in human services working with parents and children. Also need excellent interpersonal presentation and communication skills, solid administrative and organizational skills, ability to manage multiple priorities, experience with parenting issues and strategies, and commitment to developing programs based on learning outcomes.

Salary and Benefits:

The salary range is \$ 36,000-42,000 year with a comprehensive benefits package available.

About Omaha:

College of Saint Mary is located centrally in Omaha, the largest city in Nebraska. A growing city with metropolitan area population of 850,000 set among the rolling hills of the Missouri River Valley, Omaha is the home of five Fortune 500 companies, a world-class zoo, professional and semi-professional sports teams, and a nationally recognized community theater, ballet, and symphony.

Application:

Please apply using the following link. **Please put your resume, cover letter, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply. When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment.** Applications accepted until position is filled.

<https://home.eease.adp.com/recruit/?id=5125611>

College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.