

Campus Student Services Director

Director II – Student Services SMC/Onboarding Selection Process

Committee:

Dean of Enrollment Services
Former Position/Internal Promotion
Peer
Academics
Academics
Leader on Campus
Registration

Timeline

August 8-August 28 position posted
August 28 – applications go to the committee
August 30 – 11:00 [a.m. @SMC](#) or TEAMS initial selection for 1st round virtual interviews
August 30-31 – Andy sets up virtual interviews
September 6 – Virtual Interviews – committee selects 2-3 finalists for in person interviews
September 13th – In person interviews at SMC

Resume/Cover Letter Application Review – hoping to narrow to 6-7

Examples of leading projects involving direct and indirect supervision.
Examples of providing quality customer service
Examples of ownership in projects
Examples of strong partnership and collaboration.
Experience working in student services
Experience working in the Apache Junction community
Examples of successful promotion
Examples of Excellence
Taking time to put together a relevant application.

1st Round 30 minute interview

1. Why are you interested in this job?
2. Part of this job is overseeing the Superstition Mountain Campus Enrollment Center with staff that report to different directors. What experiences do you have providing leadership with individuals that don't directly report to you?
3. Can you provide examples of how you successfully collaborate with others?

4. What experiences do you have in developing relationships in the community? Any specifically in Apache Junction?
5. Part of this job is leading the student services efforts to attract and retain students in programs that are specific to this campus. What experiences have you had that would be relevant to this?
6. What experiences do you have in student development?
7. Why do you want to work at the Superstition Mountain Campus?
8. What questions do you have for us?

2nd Round 60 minute interview with the committee

1. 5-10 Minute Presentation: Pretend you are the Student Services Director at Superstition Mountain and are visiting with the local chamber to make a presentation on programs and opportunities available at SMC.
2. How would you develop your vision for Superstition Mountain Campus? Can you provide examples of how you've done this in the past?
3. What process would you use to execute that vision after it is developed? Can you provide examples of how you've done this in the past?
4. What does excellent student customer service look like and how would we provide it at Superstition Mountain Campus?
5. How would you develop relationships with colleagues at the Superstition Mountain Campus and throughout the district? How have you done this in the past?
6. What would you do to increase the relationships we have in the community?
7. What ideas do you have to get prospective students, their families, and key stakeholders to visit the campus?
8. Superstition Mountain Campus is starting a \$50 million construction project to improve and increase our programs, specifically in Allied Health and Career and Technical Training. What could you do in this role to make sure these classes are full and students are succeeding?
9. As Mesa Community College has grown and CAC built the San Tan Campus, enrollment has been hurt and slowly decreased at our Superstition Mountain Campus. How would you try to reverse this trend?
10. How would you build community at SMC?
11. What would you do to empower students at the Superstition Campus? Do you have examples of how you've done this with groups of people before?

12. Can you provide examples of when you've been recognized for doing excellent work?

13. From the list of strengths, what 3 describe you the most? Which 1 describes you the least?

14. How would you describe your ideal supervisor?

15. Why should we hire you?

16. Do you have questions for us?

2nd Round interview could also include 15 minutes with Andy and a tour of SMC