

PERALTA COMMUNITY COLLEGE DISTRICT - May, 2011

ACADEMIC MANAGEMENT JOB DESCRIPTION

TRIO STUDENT SUPPORT SERVICES DIRECTOR

(Management Salary Range 1)

Job Code: 759

CLASS PURPOSE

Under the general direction of the Dean of Student Services, the Director of the TRIO Student Support Services (SSS) Grant is responsible for the organization, planning, implementation, continuous review, and analysis of the TRIO SSS Grant. The Director provides academic leadership, serves as an integral member of the college and campus administrative teams, and works closely with the Dean, Director of Student Services, Director of Academic Support, and Department chairs.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Plan, organize and coordinate implementation of the activities, services and operations of the Trio Student Success grant project, including oversight of resources, Trio personnel, and outside evaluators.
- Maintain cooperative relationships with faculty and college staff, and maintain relationships with business, labor, industry, governmental agencies, and community organizations.
- Manage the program budget and reporting for the Trio Grant in collaboration with Laney College Student Services and Instruction, college and district accounting staff.
- Chair the Trio Student Success Taskforce, coordinate meetings, set agendas, and maintain meeting records.
- Collaborate regularly with administrators and staff regarding budget, and on other matters as necessary.
- Establish and maintain accurate, timely and complete recordkeeping processes, ensuring that all grant reporting requirements and restrictions are observed. In conjunction with the business office, coordinate and compile data and prepare grant reports.
- Administer data regarding participants and program outcomes; conduct research regarding program effectiveness and student tracking; and create and/or archive project documentation.
- Prepare and submit monthly reports on program activities and accomplishments to the college community.
- Communicate the objectives and outcomes of the program to grant staff, administrators, other college personnel, and the grant program officer.
- Attend meetings required by funding sources, which may require out-of-state travel.

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- Attend conferences relevant to the program and keep current with trends and developments in the fields of learning outcomes, assessment, and basic skills education.
- Work with an outside evaluator to implement the evaluation plan, data collection instruments, and participate in evaluation activities.
- Collaborate with public information staff to develop public relations materials and media information for distribution.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. A master's degree from an accredited college or university in a related field of study such as education, counseling, psychology, sociology or other related field.
2. Five years of full-time professional education and/or student services work including development, implementation and management of similar education preparation program(s).
3. Two years of student advising experience, including personal, career, and academic counseling for general and/or special student populations.
4. Ability to work effectively with low-income, first generation, and disabled students in need of academic assistance, their families, and college personnel.
5. Strong communications skills (written and verbal) and the ability to present complex academic information to diverse audiences.
6. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet, and database management software) including the Internet.
7. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Two years of experience in post-secondary education, especially community college experience.
- Two years of experience in an administrative capacity with responsibility for supervising staff, project management, budgeting, and report generation.
- Academic advising, transfer planning, enrollment process, and career decision making.
- Grant management experience, including staff supervision and budget management.
- Knowledge of:
 - Operations, services, and activities of the TRiO SSS Program;
 - Federal, state, and local laws, codes, and regulations including Title V Regulations;
 - Methods and techniques of leadership and management; principles and practices of program development and administration, including knowledge of budgeting; modern office procedures, methods, and equipment including computers and applicable software;

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- Methods and techniques of research, analysis, and decision making; English language usage, grammar, spelling, and punctuation; interpersonal skills, using tact, patience, and courtesy; oral and written communication skills;
- Ability to:
 - Manage and direct the activities of and provide effective leadership for the TRiO SSS program, services, and operations;
 - Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals and programs requirements;
 - Prepare and present comprehensive, effective oral and written reports;
 - Interpret, apply, and explain applicable federal, state, and District laws, regulations, policies, and procedures related to assigned functions and Federal Grant management and reporting;
 - Work successfully with Laney College faculty, administrators, and staff as well as community representatives; communicate and respond effectively with students with diverse qualities;
 - Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work;
 - Learn and apply relevant software programs relating to the operation of the programs, including budgeting.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13