

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **ASSISTANT DIRECTOR, FIRST YEAR EXPERIENCE**

#### **BASIC FUNCTION**

The Assistant Director, First Year Experience is responsible for overall implementation and coordination of retention and academic support programs for students at College of the Desert. This position will coordinate and facilitate efforts across the district to provide a unified approach to interventions aimed at increasing retention and success rates of new students. Incumbents in this position will collaborate with a variety of staff across the college including outreach specialists, faculty, academic support staff, student affairs staff and first year student success and retention.

This person will coordinate program and service planning, academic support services, development, implementation and assessment to support student transition, success and retention at College of the Desert.

The Assistant Director of First Year Experience will be responsible for the efficient delivery of all outreach and marketing to new students by providing direct and critical oversight. The Assistant Director of First Year Experience provides autonomous oversight for the outreach, implementation, and management functions for the EDGE program, early alert systems, and other academic support services.

#### **REPRESENTATIVE DUTIES**

1. Independently manage and provide critical and direct oversight as well as compliance for the EDGE program, math bootcamps, early alert systems, and various other academic support services.
2. Utilizes advance project management skills to conduct complex program data analyses, generate analytical reports, and interpret dashboards for managerial decision-making.
3. Provides leadership for the EDGE program via committee participation, communications with external stakeholders, and contributions to the strategic planning and evaluation processes of the district.
4. Manages the EDGE outreach program. Establishes strategies for the effective delivery of program material and communication with internal and external stakeholders.
5. Coordinates the assessment activities for the EDGE program including setting goals and priorities, clarifying policy, and developing internal control procedures.
6. Serves as an institutional program subject-matter expert for EDGE, including all applicable federal, state, and institutional regulations and administrative responsibilities.
7. Provides guidance to and chairs the First Year Experience Steering Committee, leading the design and coordination of district-wide First Year Experience programs

including orientations, college success classes/workshops, presentations and other outreach programs for students in their first year at COD. The incumbent will research best practices and make recommendations for improvements and changes to programs in an effort to increase student achievement.

8. Works with the Deans of Student Success and Student Learning, Outreach Specialists and community relations to develop and implement district-wide marketing and recruitment strategies for the EDGE program emphasizing the value of college success courses.
9. In collaboration with Institutional Effectiveness, tracks student enrollment and retention statistics, gathers data, and writes reports regarding program success and impact. Evaluates progress of new student programs to ensure continuous improvement and growth.
10. Collaborates and maintains successful working partnerships with faculty, academic advisors, and specialty support programs that provide new students support structures and services.
11. Develop, and implement administrative policies and procedures in collaboration with others in order to maintain appropriate record keeping and ensure that projects meet accurate reporting requirements.
12. Coordinate and articulate program needs and curriculum identified by faculty, students or the community.
13. Meet schedules and time lines; organize multiple projects effectively and carry out required project details throughout the year.
14. Conduct and attend meetings as necessary; participate on committees; represent the District at regional meetings.
15. Select, train, supervise, and evaluate the performance of assigned staff; recommend transfers, reassignments, discipline, terminations, promotions and other personnel actions as appropriate.
16. Seek and participate in professional development activities.
17. Perform other duties and responsibilities as assigned.

### **REQUIRED PROFICIENCIES**

Knowledge, experience and abilities to perform the above listed responsibilities and functions in an efficient, effective, harmonious manner.

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Effective project coordination techniques; new student program approaches, principles and theories that strengthen resiliency factors for new students and develop academic support structures; student development theory and best practices; effective principles used in developing an academic plan; student success strategies and retention techniques; operating a computer and various supporting software packages; effectively plan and organize events; ability to organize and effectively communicate large quantities of information to diverse groups of people and professionally represent COD to a diverse group of new students; ability to design and create publications that attract and engage new students; ability to effectively communicate in oral and written form; principles and practices of general management and supervision; laws and regulations governing California Community Colleges; district policies and procedures;

budgeting; the mission and student population of California Community Colleges and the Coachella Valley.

**Ability to:** Plan, organize, direct, administer, review, and evaluate programs and services; exercise honesty, consistency, and sound judgment in the performance of duties; work in the interests of the college as a whole; strong interpersonal skills; ability to establish and maintain effective, harmonious, and collaborative relationships with a diverse population of students, staff and community; serve as an effective leadership team member; Work with internal and external participants in building and maintaining positive relationships; prepare and submit reports to supervisors and reporting agencies; utilize computer technology and appropriate software programs; communicate effectively both orally and in writing; demonstrate an understanding and sensitivity to the needs of diverse students, especially those from traditionally disadvantaged backgrounds; communicate effectively both orally and in writing to exchange information; prepare comprehensive reports; communicate policies, guidelines, regulations and laws to staff, students and public; prioritize and schedule work; meet schedules and time lines; establish and maintain cooperative and effective working relationships with others; maintain confidentiality of student and other records; train and provide work direction to others including areas related to data access techniques; work independently and confidentially with little direction; exercise tact and diplomacy in dealing with sensitive or confidential matters; sit for extended periods of time; bend at the waist, kneel or crouch.

### **EDUCATION AND EXPERIENCE**

The Desert Community College District has established the following hiring criteria:

- Bachelor's degree in Organization, Business, Education or related field. Relevant experience may substitute for the degree requirement on a year by year basis.
- Demonstrated two years of experience in student services, tutoring, supplemental instruction or counseling in a post-secondary academic environment. Experience in program and project coordination.
- Experience in working with first year students from a diverse background.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

### **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license, must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

### **WORKING CONDITIONS**

**Environment:** Office and library and learning environment. Constant interruptions. Driving a vehicle to conduct work as necessary between district sites. Requires some evening and weekend responsibilities.

### **EMPLOYMENT STATUS**

Classified Supervisor  
Leadership VII