

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, TITLE V PROJECT - Student Affairs

BASIC FUNCTION

The Director, Title V Project, is an Educational Administrator as designated by the Board of Trustees of the Desert Community College District. The Director is charged by the Board of Trustees with the satisfactory implementation of Board policy and district or college procedures as applicable to the position. In addition, the Director is expected to make appropriate recommendations for modifications, additions or deletions in policy and/or through the appropriate authority.

Under the direct supervision of the Vice President of Student Affairs, the Director is responsible for establishing, implementing, managing, reporting, maintaining, coordinating, and analyzing all aspects of the objectives of the Title V Project. This will include making decisions and recommendations related to implementing the goals of the grant; assisting in the hiring of project staff; coordinating all related grant activities; working closely with administrators, faculty, staff and consultants; developing and submitting reports to the US Department of Education; and serving on strategic administrative committees. This position will oversee the activities of faculty and classified employees, as defined by the project, in performing the work in a timely and productive manner.

REPRESENTATIVE DUTIES

1. Serve as the administrator of the project, providing leadership and oversight on all Title V grant components at all campus sites and in the community. ***E***
2. Provide guidelines and direction in relation to the project with special focus on college readiness for basic skills students; counseling and advising program development and service delivery; supplemental instruction and tutorial service delivery; financial aid awareness and financial literacy; research and assessment; and faculty and staff development. ***E***
3. Directly supervise all employees related to the project, including continual review and evaluation of employee progress toward all projects. ***E***
4. Serve as Title V liaison between identified project participants and collaborative partners. ***E***
5. Manage the project budget and provide regular fiscal activity reports to the Vice President of Student Affairs and other administrators in a timely and efficient manner. ***E***
6. Administer policies and procedures in collaboration with appropriate administrators in order to maintain appropriate record keeping and ensure that the project is meeting accurate reporting requirements. ***E***
7. Plan, schedule, manage and control the program budget. Facilitate maximum utilization of resources and personnel to reach objectives effectively. ***E***
8. Monitor and evaluate progress of Title V components and their impact on the institutions. ***E***

9. Represent the program and District in federal, state and regional meetings and community activities. Maintain positive working relationships with Program Officer in Washington D.C. **E**
10. Maintain current knowledge of Title V policies, rules and regulations. Develop project manual and detailed implementation timelines. **E**
11. Establish and maintain adequate information and training to the college and university communities in programs developed. **E**
12. Participate in shared governance activities, including participating and/or chair campus committees and task forces as needed. **E**
13. Meet schedules and timelines, organize multiple projects efficiently and effectively, and carry out required project details throughout the year.
14. Seek and participate in professional development activities. **E**
15. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: State and federal laws and regulations governing related grant activities, and California Community Colleges; district policies and procedures; the mission and student population of California Community Colleges and the Coachella Valley, student development, counseling and advising, financial aid resources, financial literacy, research and assessment, supplemental instruction and tutorial services, strategies to increase student retention and college completion, resources and services that can benefit students from traditionally disadvantaged backgrounds, faculty and staff professional development, interpersonal skills including tact, patience, and diplomacy.

Ability to: Work with internal and external participants in building and maintaining positive relationships; develop and manage a program budget; lead faculty and staff in developing and implementing a strategies to improve student success; 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; attend local, regional and national conferences. The ability to speak Spanish is strongly desired.

MINIMUM QUALIFICATIONS:

The Desert Community College District has established the following hiring criteria for all educational administrative positions. Minimum qualifications for service as an educational administrator shall be both of the following in accordance with Title 5 section 53420:

- Possession of a master's degree; and
- One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

DESIRABLE QUALIFICATIONS

Three (3) years of progressively responsible management experience required in higher education, preferably with teaching or counseling experience at the community college level, including demonstrated experience in training and supervision of employees and expertise in the areas of student development and teaching/learning environments relevant to the target student population. Strong background in report writing, formal communications and budget management. Strong interpersonal skills. Demonstrated experience in facilitation and collaboration of work across college divisions and departments. The ability to communicate effectively in Spanish.

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

Office environment primarily, outdoors as needed. Constant interruptions. Requires some evening and weekend responsibilities.

Leadership Salary Schedule VII

Approved 3/17/11