

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, TRiO PROGRAMS

BASIC FUNCTION

Under the direct supervision of the Dean, Student Success, or assigned supervisor, the Director, TRiO Programs, has primary responsibility for administering all aspects of these categorical, federally funded, TRiO grant programs. The Director will primarily be responsible for selecting and providing advising support to participants, managing and tracking federal funds, recordkeeping, implementing project activities, hiring and supervising staff, conducting project evaluations and meeting reporting requirements as set by the U.S. Department of Education.

REPRESENTATIVE DUTIES

1. Provide management leadership, coordinate and operate the Federal TRiO Programs.
2. Serves as the primary representative between the College and the U.S. Department of Education, Federal TRiO Programs.
3. Communicates changes and/or seeks prior approval from U.S. Department of Education Program Specialists.
4. Provide the leadership for a campus informational outreach effort to attract participants who are either low-income, first-generation, or an individual with disabilities, who have a need for academic support in order to pursue a 4 year postsecondary educational program.
5. Maintain compliance with state and federal laws, regulations, and District policies regarding the administration of the Student Support Services Grant.
6. Responsible for mid-year and end-of-year performance, budget, and other reports as deemed necessary.
7. Implement a staff development program to improve the effectiveness and efficiency of the services provided by Student Support Services personnel.
8. Coordinate with College programs to communicate student opportunities and to obtain information regarding potential TRiO Program students.
9. Attend regional and national TRiO conferences, regional TRiO Program meetings, and Education Department technical trainings.
10. Make presentations to faculty, staff and administrators to inform them about the TRiO Programs. Verify applicants' eligibility for program services, select new participants, and coordinate a new participant orientation.
11. Coordinate and supervise various program activities such as registration, tutorial assistance, counseling, summer programs, and other programs for TRiO Program participants.
12. Organize, develop, and disseminate brochures, pamphlets and other informational material publicizing the availability of student and academic services provided by the TRiO Programs.
13. Design, implement, and monitor program evaluation of the TRiO Program.
14. Assure accurate documentation of the TRiO Program's fiscal records, student records, and evaluation data.
15. Establish and maintain effective and cooperative working relationships with various faculty, staff, and students; and maintain inter-program and interdisciplinary communications.
16. Through continued study and participation in professional organizations, maintain an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position.
17. Participate in local, regional and state activities to promote the College.
18. Carry out such other duties as may be assigned by the Dean, Vice President, President or designee.

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, management 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; assist faculty and staff in developing and implementing 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.

EDUCATION AND EXPERIENCE:

Education: A Bachelor's degree required, Master's preferred, in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work or career development, or a California License in Marriage, Family and Child Counseling (LMFCC), **OR** the equivalent.

Experience: 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.

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.

EMPLOYMENT STATUS

Classified Supervisor

Approved 07/16/2015
Leadership VII