

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Director, Student Access & Equity Support Programs

BASIC FUNCTION: Under the direction of the area administrator, the Director will plan, organize, coordinate and direct the implementation of the Extended Opportunity Programs & Services (EOPS), Cooperative Agencies Resources for Education (CARE) and TRiO Student Support Services (SSS) Program. The Director will develop policies and procedures that ensure compliance with all state and federal grant and program regulations; maintain appropriate participant and fiscal records; lead program faculty and staff; monitor budgets; approve all expenditures; and coordinate services with other campus departments. Provides avenues of support for retention and persistence of students enrolled in the programs.

SUPERVISORY RESPONSIBILITIES: Supervise and provide leadership to assigned staff

REPRESENTATIVE DUTIES:

1. Direct, coordinate and operate all aspects of the EOPS/CARE and SSS programs at the college.
2. Direct the hiring, supervision, training and evaluation of program personnel.
3. Develop and monitor state categorical and federal grant budgets, program fiscal records, project plans, year-end reports; and other reports as deemed necessary.
4. Develop policies, procedures, record keeping requirements that ensure compliance with Title 5 regulations and College/District policies regarding the administration of EOPS/CARE and TRiO federal regulations and guidelines.
5. Respond to all inquiries and submit budget and change requests for prior approval to the U.S. Department of Education, Office of Federal TRiO Programs.
6. Monitor and maintain compliance with state and federal laws, federal regulations, Title IV state regulations and district policies regarding the administration of the SSS grants and categorically funded programs.
7. Prepare and submit annual performance reports to U.S. Department of Education and other reports as requested.
8. Plan, organize and coordinate the recruitment of potential participants.
9. Develop a campus-wide informational outreach effort to attract participants from low-income, first-generation, or foster youth backgrounds, who have a need for academic support and guidance to graduate with an associate's degree and to transfer to a four year postsecondary institution.
10. Develop internal liaisons with District programs and external liaisons with high schools and community service agencies in order to communicate student opportunities and to obtain information regarding potential EOPS/CARE students.
11. Provide liaison with and schedule the EOPS/CARE advisory committee meetings.
12. Design, develop and disseminate program publications to publicize the availability of student and academic services.
13. Make presentations to Board of Trustees, faculty, staff and administrators to inform them about the services available to students.
14. Review applicants' income verification, disability status, assessment test scores, grade point averages, and enrollment to determine applicants' eligibility for program services.
15. Direct and supervise program information sessions, new participant orientations, priority registration, tutorial assistance, counseling appointments, educational enrichment experiences, tours to four year institutions, mentoring program, and other services provided by the programs.
16. Support trainings and professional development opportunities for faculty and staff to ensure services provided by EOPS and SSS personnel are effective.

17. Actively participate in Region 9 EOPS/CARE directors/coordinators group.
18. Attend regional, state and national conferences, and Education Department technical trainings and state activities to promote the community college movement.
19. Establish and maintain effective and working relationships with faculty, staff, and students.
20. 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.
21. Serve as a member of the Management Leadership Association.
22. Performs other related responsibilities as assigned.

EDUCATION: Master's degree in education, leadership, counseling, psychology, social work, career development or a closely related field is required. Must have a minimum of six units of college-level coursework predominantly relating to ethnic minorities or persons handicapped by educational, language or social disadvantage. Degree(s) and coursework must be from an accredited institution(s).

EXPERIENCE: Minimum of two years as a manager or administrator responsible for the supervision and evaluation of classified staff or faculty. Must have, within the last four years, two years of experience or the equivalent (a) in the management or administration of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages; OR (b) as a community college EOPS counselor or EOPS instructor or have comparable experience in working with disadvantage clientele.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: State and local EOPS/CARE programs and associated regulations and guidelines; Federal TRiO law, Department of Education General Administrative Regulations (EDGAR), Office of Management Budget (OMB) A-21 Circulars for institutions of higher education; laws, regulations and policies governing disability related educational accommodations, Americans with Disabilities Act (ADA) and Section 504 and 508 of the Rehabilitation Act; staff and organizational development models, and active-learning strategies; and community college associate degree, certificate, and transfer requirements.

ABILITY TO: Interact with students from diverse educational and socio-economic backgrounds, including students with disabilities, effectively is required. Demonstrate leadership, interpersonal, written and oral communication, problem solving, organizational, and presentation skills. Understand the affective, cognitive, and social needs of the target population.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students. (E.C.87360a)

CONTACTS: Peers, supervisor, administrators, faculty, staff, governmental agencies, and public.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.