

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

JOB TITLE: Director, First Year Experience

BASIC FUNCTION: Under the supervision of the area administrator, coordinates and provides leadership for the successful conceptualization and implementation of an integrated first-year experience program for the college; coordinates appropriate instructional support (i.e. tutoring, supplemental instruction) and student services support to meet the needs of first year and/or high risk students; enhances service to programs and its participants in order to enhance student success; and provide direction to college-wide, cross-functional efforts that promotes student learning, persistence, retention, and academic success during students' first year of matriculation at the College.

SUPERVISORY RESPONSIBILITIES: Supervises and directs assigned staff.

REPRESENTATIVE DUTIES:

1. Provides leadership and oversight for implementation of the First Year Experience (FYE) Program, including accelerated courses, bridge programs, learning communities, first year seminars, and extended orientation programs, with a special focus on improving success for disproportionately impacted student groups.
2. Coordinates program organization, scheduling, implementation and evaluation.
3. Collaborates and coordinates with academic affairs, student services, and faculty leads to ensure appropriate academic and student success courses are offered; and adequate counseling and student support services are provided to meet program goals and objectives.
4. Works with counseling to ensure students receive appropriate educational planning and academic support.
5. Works with faculty to develop/implement a comprehensive professional development training plan.
6. Works with counseling and student services to direct the development/implementation of the transition for success (extended orientation program) and new student welcome activities.
7. Collaborates with appropriate departments to develop, implement, oversee, supervise and promote the FYE Success Coaches/Peer Mentor Program.
8. Coordinates evaluation services; to include assessment, data collection and analysis.
9. Supervises and conducts performance evaluations of assigned staff.
10. Participates in monthly meetings with other key student success and student equity personnel and college committees.
11. Monitors budget and expenditures.
12. Completes and submits annual program review, and Annual Performance Reports.
13. Represents and communicates the College's FYE initiatives to the campus community.
14. Serves as a member of the Management Leadership Association.
15. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
16. Performs other related responsibilities as may be assigned.

EDUCATION: Master's degree from an accredited institution in education, business, counseling or a related field is required.

EXPERIENCE: Minimum of two years of closely related experience in student services or instructional programs is required. One year of formal training, internship or leadership experience reasonably related to the assignment is required. Experience working with first-generation college students and/or social or economic disadvantaged students is preferred.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Student success strategies to improve retention and persistence for first generation and/or social or economic disadvantaged students, particularly during the first year of college; contemporary practices and theories to enhance success of non-traditional learners; practices of student learning outcomes and measurements of student success; familiar with staff and organizational development models; modern office practices and technology; and report writing.

ABILITY TO: Collaborate with colleagues from across the college; plan, organize and prioritize daily assignments and work activities; communicate effectively in written and oral form; manage staff; work with faculty; maintain accurate and well-organized records; maintain confidentiality in all appropriate matters; learn, interpret and apply rules, policies and procedures.

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

CONTACTS: Co-workers, other departmental staff, college managers, faculty, students.

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.