

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

**JOB TITLE:** Project Director, Gateway to College

**BASIC FUNCTION:** Under the supervision of the area Vice President, provides leadership, direction and vision for the replication of Portland Community College's Gateway to College program serving at-risk high school students and high school dropouts ages 16-20.

**SUPERVISORY RESPONSIBILITIES:** Supervises and directs Accounting Clerk, Secretary, Counselors, Student Resource Specialist, Educational Advisor, and Adjunct Faculty.

**REPRESENTATIVE DUTIES:**

1. Provides planning and leadership for Gateway to College student orientation, class scheduling, overall program, operation, direction and budget.
2. Provides general leadership of the program recruitment and selection processes.
3. Develops education and training programs which may include development of curriculum, competencies for completion, and evaluation methods.
4. Maintains program statistics relating to enrollments, success rates, attendance and other data.
5. Ensures communication with faculty and staff in order to provide the best service to program participants.
6. Promotes Gateway to College through marketing, serves on various community and public school forums, boards, and committees within the community.
7. Keeps pace with all current developments in local, state and national trends, legislation or regulations in the areas of curriculum and instruction as they relate to Gateway to College.
8. Works with the VP to assure that curriculum responds to mandated content standards and assessment procedures are formulated.
9. Maintains relationships with business, labor, industry, governmental agencies, and community organizations to ensure quality and relevance to programs.
10. Assists the VP with contracts and budgets, grant writing and fundraising, development of curriculum, competencies for completion and evaluation methods.
11. Organizes orientation activities for new faculty; organizes and conducts staff-development workshops and activities.
12. Maintains and analyzes current information on effective methods for serving the educational and training needs of non-traditional populations.
13. Meets with students and parents to ensure student success or to recommend alternate educational placement.
14. Assists and supports the governing body of Gateway to College, the Board of Directors, developing the monthly meeting agenda and the Board packet, and presenting school reports and issues for discussion and approval.
15. Serves as a member of the Management Leadership Association.
16. 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.
17. Performs other related responsibilities as may be assigned.

**EDUCATION:** Master's degree from an accredited institution is required. Professional administrative services credential preferred.

**EXPERIENCE:** One year of formal training, internship or leadership experience reasonably related to this assignment and K-12 administrative experience is required. Must also have experience developing and implementing programs for at-risk populations in an alternative setting.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:** modern office practices and technology; proper English usage, grammar, punctuation and spelling; business letter writing and report writing; basic mathematics.

**ABILITY TO:** provide clerical support to the Chief Financial Officer; to maintain confidentiality in all matters as appropriate; to learn, interpret and apply rules, policies and procedures; to plan, organize and prioritize daily assignments and work activities; to communicate effectively in written and oral form; to deal tactfully and effectively with clients, vendors, insurance carriers, co-workers, and the general public; to maintain accurate and well-organized records; to use computers for data and word processing; to operate and maintain a variety of office equipment as necessary in the performance of daily activities; to perform required mathematical calculations quickly and accurately.

**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, college managers, vendors, school district personnel, students, and parents.

**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.