

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

**JOB TITLE:** Director, Student Support Services Grant

**BASIC FUNCTION:** Under the direction of the Dean, Student Services, the Director will be responsible for the overall development, planning, implementation and administration of all aspects of the SSS project. The Director will develop policies and procedures that ensure compliance with all program guidelines, maintain appropriate fiscal and program records, and approve all grant expenditures. The Director will oversee the selection of program participants and the implementation of the activities that support the objectives of the SSS project and will coordinate services with other campus departments.

**SUPERVISORY RESPONSIBILITIES:** Supervises Educational Advisor, short-term and student workers.

**REPRESENTATIVE DUTIES:**

1. Provide management leadership, coordinate and operate the Student Support Services Grant Program at Riverside City College.
2. Serves as the primary representative between Riverside City 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. Maintain compliance with state and federal laws, regulations, and District policies regarding the administration of the Student Support Services Grant.
5. Responsible for mid-year and end-of-year performance, budget, and other reports as deemed necessary.
6. Implement a staff development program to improve the effectiveness and efficiency of the services provided by Student Support Services personnel.
7. Coordinate with College programs to communicate student opportunities and to obtain information regarding potential Student Support Services Project students.
8. Attend regional and national TRIO conferences, regional Student Support Services Project meetings, and Education Department technical trainings.
9. Make presentations to faculty, staff and administrators to inform them about the SSS Project. Verify applicants' eligibility for program services, select new participants, and coordinate a new participant orientation
10. Coordinate and supervise various program activities such as registration, tutorial assistance, counseling, summer programs, and other programs for Student Support Services Project participants.
11. Organize, develop, and disseminate brochures, pamphlets and other informational material publicizing the availability of student and academic services provided by the Student Support Services Project.
12. Design, implement, and monitor the Student Support Services Project program evaluation.
13. Assure accurate documentation of the Student Support Services Project fiscal records, student records, and evaluation data.
14. Establish and maintain effective and cooperative working relationships with various faculty, staff, and students; and maintain inter-program and interdisciplinary communications.
15. Serve as a member of the Management Association.
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 Riverside City College.

September 2010

18. Carry out such other duties as may be assigned by the Dean, Vice President, President or designee.
19. Serves as a member of the Management Association.
20. Performs other related responsibilities as may be assigned.
21. 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.

**EDUCATION:** Master's degree in education, counseling, psychology, social work, career development or a closely related field is required. Degree must be from an accredited institution.

**EXPERIENCE:** Experience working with low income and first generation student support and retention services, as well as understanding the affective, cognitive, and social needs of the target population, is required. Experience in the development, implementation, management and collaborative promotion of programs is also required. Experience in working with community college, four-year college grant funded programs is desirable. Supervisory experience is preferred. Must have demonstrated leadership, interpersonal, written and oral communication, problem-solving, organizational, and presentation skills.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:** Staff and organizational development models, instructional technology and active-learning strategies.

**ABILITY TO:** Interact with people of all constituent groups is also a requirement.

**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:** Peers, Supervisor, administrators, faculty, staff, governmental agencies, 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.