

FEBRUARY 2016
FLSA: EXEMPT
SALARY: GRADE Q
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

PATHWAYS DIRECTOR

BASIC FUNCTION: Under the Supervision of the area administrator, develops, coordinates, and oversees the implementation of the Pathways Program and of the projects under the Pathways portfolio, including Summer Bridge and the 1- and 2-year student contracts. Incumbent will develop and maintain contacts with Academic Affairs, Student Services, Institutional Effectiveness and Business Services; as well as with appropriate off-campus agencies and programs to provide up-to-date Pathways information, to solicit support for the program, to plan and implement programs, and to prepare and present reports.

SUPERVISORY RESPONSIBILITIES: Classified Employee(s), Short-Term employee(s) and/or student worker(s).

REPRESENTATIVE DUTIES (Illustrative Only):

1. Develops and implements efforts to increase public and college awareness of the Pathways Program. This responsibility includes marketing, student recruitment, workshops, and presentations. Provides responses to inquiries from students, parents, high schools, and community organizations regarding the Pathways Program.
2. Oversees the Pathways Center.
3. Coordinates the one- and two-year completion contracts by facilitating the recruitment, assessments, and enrollment of students into the program, as well as providing the ongoing logistical coordination of the program components.
4. Coordinates with the Outreach department to provide Pathways training for staff who will participate at K-12 college/career fairs and parent nights, and to establish when it may be appropriate to send a Pathways representative to an activity or event.
5. Hires, trains, and supervises program staff to design, develop, implement, and to measure the impact of Pathways programs and projects.
6. Serves as the administrative lead for major Pathways projects such as Summer Bridge.
7. Monitors the department's budget as directed and processes timesheets, requisitions, and mileage/travel requests to ensure payment.
8. In collaboration with appropriate district personnel, researches and recommends possible sources of external funding that will support Pathways and its related projects; writes and submits applications for identified grants.
9. Establishes and serves as staff support for a campus-wide Pathways Advisory Committee.
10. Maintains an understanding of current ideas, research and practices pertaining to the area of responsibility for this position, through continued study and participation in professional organizations.
11. Performs other duties as may be assigned.

EDUCATION: A bachelor's degree from an accredited institution is required.

EXPERIENCE: Two years closely related experience in the community college and/or in the public school system is required. Supervisory experience is desired.

LICENSES/CERTIFICATIONS: Valid California Driver License.

KNOWLEDGE OF:

- Policies and procedures in higher education and in K-12 education;
- Project management;
- Basic supervisory principles.
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ABILITY TO:

- Understand, interpret, and apply college policies, rules and regulations;
- Use a computer;
- Understand oral and written instructions;
- Deal effectively with a diverse college community; communicate in a friendly and helpful manner; establish and maintain effective relationships with students, faculty, staff and the community;
- Understand student needs and make appropriate referrals.

CONTACTS: Co-workers, faculty, students, administrators, other departmental personnel, parents, K-12 partners, high schools, community organizations, and the general public.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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).

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.