

## Position Description

Position: Assistant Director, Student Equity	Position Number:
Department/Site: MEC	FLSA: Exempt
Reports to/Evaluated by: Director of Student Equity & Success	Salary Grade: 124

### **Summary**

Assists the Director of Student Equity & Success with the development, implementation, and evaluation of the college-wide student equity program ensuring equal educational opportunities for students. Promotes success for all students regardless of race, gender, disability or economic circumstances and provides training on existing and proposed student equity programs to college personnel. Assists with the development of operating procedures and providing program oversight to ensure accurate, timely reporting to the California Community Colleges Chancellor's Office and ensuring outcomes are achieved.

### **Essential Duties and Responsibilities**

- Assists the Director with planning, organizing, and managing operations and activities for the Student Equity program including resource development, supervision of staff, and customer service goals. Collaborates with faculty, management, and staff to carry out the initiatives and projects of student equity and complementary programs in support of students.
- Works with administrators, counselors, and staff, at the high school and college entrance levels, to increase awareness and importance of placement results.
- Collaborates with the Office of Institutional Research and Planning for student equity research and analysis of performance indicators and sub-group populations as defined by the California Community Colleges Chancellor's Office.
- Develops and implements interventions and strategies for mitigating educational disadvantages on disproportionate populations as defined by and in accordance with the Student Equity Plan.
- Coordinates and organizes student equity operations including assistance with projects and activities, supplemental educational programs and other forms of instructional and student support services.
- Advocates student equity activities with community and social agencies to recruit identified populations. Participates in planning and implementing proactive and persistent student recruitment campaigns.
- Coordinates, organizes, and oversees support for undocumented students; serves as undocumented liaison for the District.
- Assists in the development and preparation of the annual preliminary budgets for assigned programs and monitors and controls expenditures within approved budgets.

- Works with the staff of other student services such as, and not limited to, the Veteran's Resource Center, EOPS/Care, DSPS, to enhance student access and engagement.
- Participates in preparing mandated annual performance reports and program reviews. Compiles data to support reports showing ongoing outcomes of the student equity and opportunity program.
- Performs other related duties as assigned that support the objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires working knowledge of the concepts and legislation applying to student equity programs including assessment, advising, and retention strategies. Requires basic knowledge of data-driven methods to identify students who may be at risk of not continuing. Requires working knowledge of the transfer and occupational programs offered through higher education. Requires working knowledge of college academic and financial assistance procedures. Requires working knowledge of enrollment policies and procedures, graduation, and certificate requirements. Requires knowledge of supervisory and team building practices. Requires the general principles of supervision related to training and directing the work of others. Requires knowledge of federal, state, and local policies and procedures as it relates to the program. Requires knowledge of District, state, and federal regulations and laws regarding SE functions; including California Education Code and Federal Education Rights and Privacy Act (FERPA) law. Requires knowledge of terminology, practices, and procedures of assigned programs, office and activities. Requires knowledge of and skill at using personal computer-aided applications for office productivity, data management, decision support, and preparation of communications materials. Requires sufficient math skills to read and understand statistical concepts. Requires well-developed knowledge of and skill at using English grammar. Requires well-developed human relations skills to make in-service presentations to student audiences, convey technical concepts, exercise patience, and facilitate discussions with students and faculty.

### **▪ Abilities**

Requires the ability to perform the duties of the position. Requires the ability to provide academic, technical, and career-related information and assistance to students and the community. Requires the ability to develop and implement activities, events, plans, strategies, projects, goals, objectives, processes and services in support of assigned program(s). Requires the ability to work with sensitive and confidential student information. Requires the ability to implement emerging technology effectively among the campus and District community. Requires the ability to plan, organize and complete assignments with limited supervision, while meeting deadlines. Requires the ability to read, understand, analyze, and apply complex written materials and data. Requires the ability to design and conduct research of above average difficulty and generate clear and concise reports. Requires the ability to learn and apply special computer applications used with student services, policies and procedures of the College, and goals set for student success and support programs. Requires the ability to conduct research, identify and organize data, and make data-driven judgments. Requires the ability to apply proactive supervisory and performance appraisal techniques. Requires the ability to apply motivational interviewing techniques, positive reinforcement, and goal setting with students to encourage their engagement with

higher education. Requires the ability to supervise, train, coordinate, and oversee the work of assigned staff and students. Requires the ability to access and document student files and ensure privacy of information. Requires the ability to use independent judgment and take initiative in resolving problems and developing an effective course of action. Requires the ability to communicate in a professional manner, in both formal and informal settings with students, faculty, and staff. Requires the ability to respond to a diverse set of cultures, ethnicities, socio-economic groups, and their interests.

▪ **Physical Abilities**

The incumbent functions indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to use computers and related media, accomplish other desktop work, and to move to various school campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a computer, pointing device and keyboard at an acceptable rate, and to operate other standardized office equipment, requiring repetitive motions.

▪ **Education and Experience**

The position requires a Master's Degree in education, behavioral and/or social science, psychology, counseling, or related field and three years of direct experience coordinating and implementing programs designed to assist students in post-secondary education settings. Bilingual preferred.

▪ **Licenses and Certificates**

Requires a valid driver license.