

College of the Redwoods

Position Description

Position: Director, TRIO Success	Position Number:
Department: Del Norte Education Center	FLSA: Exempt
Reports to: Dean of Del Norte Education Center and Pelican Bay Scholars	Salary Grade: 127

Summary

The Director of TRIO Success is responsible for critical program and grant management of TRIO Student Support Services program. Duties include recruitment, selection, service delivery, staff development & evaluation, budget monitoring, participation and leadership in college committees, and program evaluation. This is a grant funded position and continuation of the position is contingent on grant funding.

Distinguishing Characteristics

The Director, TRIO Success is a 12-month grant funded position responsible for the leadership and coordination necessary to maintain an effective system of, service delivery, management, and evaluation of two federally-funded grant programs. The effectiveness of the student support system will be measured by the success of each student who enrolls in the project in achieving his or her goals, and in increasing college access, retention, transfer, and graduation rates.

Essential Duties and Responsibilities

- Provide leadership, coordination, direction and supervision for the areas of assignment.
- Provide leadership in budget development, program review, in-service training and staff development of assigned areas.
- Foster integration of student services programs with instructional programs to ensure student progress and success.
- Maintain current knowledge of appropriate education codes, California state statutes, federal rules, and local board policies and administrative regulations related to service areas; assure compliance with these laws and regulations.
- Maintain institutional and federal compliance of the program objectives.
- Communicate the objectives of the programs to the College community including faculty, staff, administrators and students.
- Work in conjunction with administration and staff to develop, review, revise or recommend revisions for policies, procedures, practices and philosophies for assigned areas.
- Work with students, staff, and faculty to respond to and resolve student grievances.
- Maintain active involvement on appropriate college committees and program advisory committees.
- Serve as liaison between the programs, the college, and the US Department of Education.
- Maintain a comprehensive records management system in compliance with FERPA regulations, and generate annual budget and performance reports to the US Department of Education.
- Direct program services including summer programming as well as plan and prepare new grant applications when required for renewal of funding
- Perform other duties as may be assigned

Qualifications

Knowledge and Skills

- Sensitivity to cultural diversity, persons with disabilities, and the varied socioeconomic backgrounds of those served by the programs and District.
- The mission of the community colleges and the role played by student support services in fulfilling that mission.
- Understanding of applicable state, federal and local codes and regulations.
- Strong leadership skills and abilities, including participatory management skills.
- Budget and grant management

Abilities

- Develop a strong team that contributes to the growth of students, and staff.
- Contribute positively to the student services leadership team.
- Maintain effective working relationships with students, faculty, staff, administrators and community agencies, and ability to provide direction and motivation to service staff.
- Model a positive, student-centered philosophy and attitude toward service delivery.
- Identify, analyze, initiate and complete tasks with a minimum of supervision.
- Evaluate programs and services.
- Select, supervise, train and evaluate staff.
- Adapt to change.

Education and Experience

Master's degree from an accredited institution in Educational Leadership, Counseling, Psychology or Education. Minimum 3 years of experience in designing, managing, implementing, and evaluating TRIO or similar educational opportunity projects. Experience in grant writing, planning, organizing and directing academic programs; assuring compliance with federal and state regulations; managing program budget; and hiring, supervising and evaluating employees. College supervisory experience in student services or related area including one year of formal training, internship or leadership experience reasonably related to the administration of a program of assessment and research, counseling services or educational development. Training in and/or direct experience related to achieving the objectives of the project which includes implementation of retention, persistence and graduation strategies for underrepresented students

Preferred qualifications include: Knowledge of community college academic policies for academic good standing and processes for transfer to 4-year universities. Experience coordinating mentoring, tutoring, or supplemental instructional programs for disadvantaged students, and preferably have a similar background to that of the project participants.

Licenses and Certificates

Requires a valid driver's license.