

## College of the Redwoods

## Position Description

Position: Dual Enrollment, Pathways, Outreach, and Transfer (DEPOT) Manager	Position Number:
Department: Student Services	FSLA: Exempt
Reports to: Vice President, Student Services	Salary Grade: 123

### **Summary**

Under the general direction of the Vice President of Student Services, the DEPOT Manager oversees professional level work in the administration of the Dual Enrollment, Guided Pathways, and Outreach programs and initiatives; Assists in the coordination of Transfer related services; serves as a college liaison to high school administrators, students, and other institutions of post-secondary education; coordinates student services for all dual enrollment students and performs related duties as required or assigned.

### **Essential Duties and Responsibilities**

- Oversees all functions of the Dual Enrollment, Guided Pathways, and High School Outreach programs
- Coordinates with the assigned Transfer Center Director on the oversight and administration of the Transfer Counseling Center and related services and supports
- Plans and develops promotional and recruitment strategies for assigned programs;
- Creates and provides information to students and others regarding the programs;
- Provides comprehensive assistance and coordination of supports to high school faculty and students participating in the Dual Enrollment program
- Serves as a college liaison to high school administrators, faculty, staff, and students;
- Serves as the point person and primary coordinator of the college's Guided Pathways initiative
- Plans and participates in activities aimed at improving campus/community awareness of the Dual Enrollment, Guided Pathways, Outreach, and Transfer programs;
- Develops and delivers workshops (including application and registration workshops) to potential and current dual enrollment and transfer students and parents;
- Maintains knowledge of federal, state and correctional institution, legislation, rules, policies and procedures pertaining to the assigned areas and programs to ensure compliance with all federal, and state regulations;
- Manages the faculty liaison process between college and high school faculty, including the tracking of course alignment, classroom

observations, and required paperwork.

- Manages the dual enrollment program offerings with the college and high school Districts for inclusion in the College and Career Access Pathways (CCAP) agreements;
- Assists in the coordination and administration of transfer services with partner institutions, such as, Humboldt State University (HSU);
- Assists Division Deans in the scheduling of dual enrollment classes;
- Assists Division Deans in processing and tracking faculty minimum qualification approvals;
- Manages the ongoing creation of articulation agreements with K-12 partners and College of the Redwoods.
- Works closely with the Admissions and Records Office to coordinate applications and registrations for high school students in a timely and efficient manner;
- Provides day-to-day supervision of the Welcome Center and student ambassadors or orientation leaders;
- Facilitates the maintenance of a contact list of key personnel at local high schools, to include administrators, faculty, counselors, and other personnel critical to the administration of dual enrollment and high school outreach;
- Corresponds and collaborates with internal and external stakeholders to share data, experiences, challenges and successes including participating in regional and statewide conferences about dual enrollment, Guided Pathways, outreach, and transfer;
- Assists students in completing forms and obtaining required documentation for enrollment, and other benefits;
- Design and implement a multi-modality outreach plan;
- Maintain partnerships with external entities, including K-12 school districts, four-year universities, industry partners and community-based organizations;
- Serve as a resource to administration, faculty and staff in the interpretation of state and federal guidelines for assigned programmatic areas;
- Maintains accurate records, files, databases, and prepares reports;
- Perform other duties as assigned to support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills**

Knowledge of:

- Principles of dual enrollment, Guided Pathways, outreach, and transfer program administration
- Techniques for dealing with individuals from diverse academic, ethnic, socioeconomic and cultural backgrounds
- Different learning styles and the implications of these styles when attempting to convey information to students.

- Knowledge of higher education policies that govern assigned programs and areas of responsibility in California.
- Program management principles and practices, including program planning, development, implementation and evaluation
- College & Career Access Pathways and the differences between dual enrollment and concurrent enrollment
- Computer applications related to the work
- Standard office practices and procedures, including recordkeeping, filing and the operation of standard office equipment

### **Abilities**

Skill in and Ability to:

- Interpret, apply and explain complex laws, rules and regulations
- Plan, organize and provide programmatic oversight in the assigned areas
- Represent the College with community groups, organizations agencies providing services to students
- Prepare reports, correspondence and other written materials
- Organize work, setting priorities and meeting critical deadlines
- Exercise sound judgment within policy and procedural guidelines
- Maintain accurate records and files
- Establish and maintain effective working relationships with those contacted in the course of the work
- Communicate effectively both orally and in writing.
- Lead discussions and make presentations to large and small groups.
- Demonstrate initiative, creativity, team work, conflict resolution/decision making skills
- Organize, retrieve, manage and present large amounts of informational details about college programs and course work.
- Demonstrate sensitivity to the needs and concerns of a diverse college population.
- Work well under pressure; learn quickly
- Work ethically with confidential information.
- Utilize a variety of computer software, including college data systems and internet.

### **Physical Abilities**

Requires sufficient ambulatory ability to get to off-campus locations. Requires hand-arm-eye coordination to operate a personal computer keyboard. Requires visual acuity to recognize words and numbers. Requires auditory ability to carry on conversations and to project voice to small groups.

### **Education and Experience**

Bachelor's Degree plus 2 years work experience in a student support environment. Experience working with dual enrollment programs, transfer programs, college outreach, and Guided Pathways preferred.

### **Licenses and Certificates**

Requires a valid driver's license.