

## College of the Redwoods

## Position Description

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| Position: Manager – K16 Partnerships and Outreach | Position Number:  |
| Department: Instruction & Student Development     | FLSA: Exempt      |
| Reports to: VPISD                                 | Salary Grade: 123 |

### **Summary**

Under the direction of the Vice President of Instruction and Student Development, the incumbent is responsible for the management and coordination of outreach, high school partnerships, dual enrollment and Rising Scholars. Working collaboratively across college departments and with external partners, the manager is responsible for fostering a culture of student success by actively assessing, developing and maintaining initiatives and core services related to the programs above. The manager plans, develops, coordinates, and implements District-wide office policy and procedures consistent with rules and regulations established by state agencies; and provides supervision for designated staff.

### **Essential Duties and Responsibilities**

The duties of this position are district-wide and extend to all campuses and instructional sites within the service area. Some out-of-area travel is to be expected. The primary responsibility of this position would include:

- Provide leadership and supervision of Dual Enrollment outreach and planning.
- Provide leadership and guidance to high school liaisons within service area.
- Oversee services and activities designed to support District wide outreach activities.
- Design and implement a multi-modality outreach plan to advise the community and the area high schools for target student populations.
- Build and maintain partnerships with external entities, including K-12 school districts, four-year universities, industry partners and community-based organizations.
- Meet on a regular basis with other instructional and institutional administrative and management personnel for planning, idea sharing, issue resolutions and operational communications.
- Oversees all functions of the Dual Enrollment Program.
- Serve as a resource to administration, faculty and staff in the interpretation of state and federal guidelines for Dual Enrollment.
- Serves as a college liaison to the high school faculty, staff, and students.
- Manages the Dual Enrollment program offerings with the college and high school Districts for inclusion in the College and Career Access Pathways (CCAP) agreements.
- Supports the District's dual enrollment efforts in the ongoing development of pathways with K-12 partners and College of the Redwoods.
- Maintains accurate records, files, databases, and prepares reports.
- As a representative of the College, participate in and attend professional associations.
- Serves on college standing and ad hoc committees as required.
- Perform other duties as assigned.

## **Qualifications**

### **Knowledge and Skills**

- Higher education policies and student services in California Community Colleges.
- Budget preparation and control.
- Funding and budget methods and regulations regarding the use of funds.
- Interpersonal communication skills using collegiality, patience, and courtesy.
- Pertinent federal, state and local laws, codes and regulations.
- Principles of supervision, training and performance evaluation.

### **Abilities**

- Ability to devise and/or adapt procedures/policies to changing organizational needs.
- Ability to manage, supervise and evaluate staff.
- Ability to represent the College with community groups, organizations and agencies providing services to dual enrolled students.
- Ability to lead discussions and make presentations to large and small groups.
- Ability to provide and model high-quality customer service.
- Ability to develop and manage a departmental budget.
- Ability to work independently in a fast-paced, deadline-driven environment.
- Ability to work with departmental staff to set annual goals and achieve them.
- Ability to understand, interpret, and make recommendations regarding the revision of state and federal regulations and local board policies.
- Ability to generate a wide variety of detailed state, system, and federal reports.

### **Physical Abilities**

Requires sufficient visual acuity to recognize words and numbers; speech and auditory ability to carry on conversations in large audience, personal, and phone conversations.

### **Education and Experience**

Bachelor's degree plus a minimum of two years of student services work in higher education. Direct experience in admissions, outreach and working with high school students. Additional years of experience may replace education.

### **Licenses and Certificates**

Requires a valid driver's license.