

College of the Redwoods

Position Description

Position: Manager, Native American Student Success & Support Program	Position Number:
Department: Student Services	FLSA: Exempt
Reports to: Vice President of Student Services	Salary Grade: 123

Summary

Under the direction of the Vice President of Student Services, the Manager of the Native American Student Success & Services Program is responsible for performing activities related to planning, administering, managing, and coordinating the District's Native American Student Success & Services programs including student support initiatives, maintaining tribal relationships, fiscal coordination, grant compliance, and program evaluation. Supervises and evaluates the performance of assigned staff. Supports and promotes a climate of collegiality, innovation and improved service to students. Works with faculty, staff and other managers district-wide to review and implement the District Strategic Plan in coordination with college planning and to promote effective student learning across the District. Assures compliance with State requirements in assigned program areas.

Essential Duties and Responsibilities

- In support of the College Mission, this position puts student success first by ensuring that student learning, advancement and access are pivotal in all that duties and responsibilities.
- Provides day-to-day management of the Native American Student Success & Support Program.
- Coordinates program and grant activities, including student support initiatives, fiscal coordination, grant compliance, and program evaluation.
- Develops student support services that are in alignment with program goals and supports anti-racist and culturally responsive student support environment.
- Establishes and maintains relationships with local Native American tribes in support of collaborative exchange of information between their sovereign Nation and our education institution.
- Collaborates with the VPSS and the President's office as a liaison with tribal nations.
- Administers grant funding for assigned program including budget development, implementation, and monitoring; interprets grant regulations and guidelines to others.
- Hires, trains, supervises, and evaluates employees assigned to program, explains college policies and procedures to staff and students.

- Works with multiple departments to develop and implement a continuum of services; maintains contact with program staff through personal discussions, regular meetings, and other activities.
- Consults with faculty, administrators of support services, and community partners to assist in improved delivery of services to students; maintains regular contact with campus leads of student services.
- Works closely with tribal education programs and centers, education directors, and staff to provide support for students from their tribal communities.
- Plans and executes program review and assessment of student and program learning outcomes in assigned areas. Assesses the effectiveness of these outcomes and implements changes in the areas of responsibility based on results of assessments.
- Provides leadership, vision and direction for assigned program within a collaborative, inclusive and participatory decision-making environment.
- Supports a climate that promotes cultural competence and mutual respect.
- Promotes a collegial atmosphere within Student Services and throughout the District.
- Performs other duties as assigned.

Qualifications

Knowledge and Skills

- The philosophy and mission of the California community college and the role played by student services in fulfilling that mission
- Student and program learning outcomes and assessment of those outcomes for systematic and continuous quality improvement
- Effective management and leadership principles
- Sensitivity to cultural diversity, persons with disabilities, and the varied socioeconomic backgrounds of those the District serves
- Applicable federal, state and local codes, laws and regulations
- Principles of managing, training and supervising staff and faculty
- Local cultures and community resources.

Abilities

- Maintain effective working relationships with students, faculty, administrators, staff, and the public
- Create an environment conducive to the development of instructional and service innovations
- Demonstrate commitment to participatory approaches to governance
- Exercise group leadership skills which emphasize collaboration, consensus building, conflict resolution, and problem solving
- Model and promote a positive, learning-centered philosophy and student-focused attitude toward service delivery

- Contribute positively to the student development leadership team
- Interpret, apply and comply with regulatory requirements
- Direct, coordinate and evaluate the work of others
- Develop and manage budgets
- Direct, organize, coordinate, and administer a variety of programs related to counseling and student development
- Communicate effectively, both orally and in writing
- Establish and maintain good community relations and deliver effective public presentation

Physical Abilities

Requires light walking and standing and lifting of lightweight materials (less than 20 pounds). Requires sufficient arm, hand, and finger dexterity to operate a personal computer keyboard, typewriter, and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

Education and Experience

Bachelor's degree or equivalent from an accredited college or university and two years of experience in a student services area.

Licenses and Certificates

Valid CA Drivers license.

Grant Requirements for Hiring

This position is currently funded through June 2028 with the potential to be expanded and extended if additional grant funding is secured.

As required for the position under Education Code section 79520(c)(4), preference shall be given to qualified candidates of Native American or Alaska Native heritage in a manner similar to the preference provided by the federal Indian Preference Act of 1990.