

DIRECTOR, OUTREACH AND EDUCATIONAL PARTNERSHIPS

DEFINITION:

Under the general direction of the Assistant Superintendent/Vice President of Student Services, the Director provides overall supervision, development and implementation of aspects of the new student's transition into the college, including program planning, outreach, recruitment, and is responsible for the development, coordination, and implementation of dual enrollment programs and related services, concurrent enrollment, high school and university partnerships and other educational pathways and programs as assigned. The Director will strengthen relationships with high school dual enrollment/College and Career Access Pathways (CCAP) partners to expand dual enrollment opportunities that promote successful completion especially student groups that are historically underrepresented in higher education. The position leads a group of staff and actively collaborates with other administrators in Student Services and Academic Affairs.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Establish and sustain productive relationships with feeder K-12 and adult education school districts and community partners; develop relationships within and outside of the college to develop and sustain student recruitment and outreach partnerships; work with administrators and counselors at schools in the district and within the College to deepen stakeholder partnerships across sectors.
- Coordinate partnerships with high school and adult education partners to build effective dual enrollment/CCAP programs.
- Plan and coordinate with other departments at the college transition and recruitment events and collaborate with other administrators to host high school counselors and faculty.
- Work with deans, department chairs, and faculty to schedule dual enrollment/CCAP course sections to meet student needs.
- Monitor, track, and assess students participating within the educational pathway and/or partnership, and maintain all records; reports on participating student success, retention, and outcomes.
- Collaborate with faculty, to determine tutoring, learning assistance, interventions, and/or academic coaching needs for dual enrollment students.
- Coordinates and chairs the Dual Enrollment Workgroup meetings and participates on shared governance committees as appropriate to assignment.
- Collaborates with the Public Information Office (PIO) to develop and implement effective recruitment marketing strategies related to college and Dual Enrollment Program, publications, distribution of brochures, catalogs, schedule of classes, and other recruitment materials; making presentations at schools, districts, and community events.
- Develop and manage recruitment efforts with Student Services and academic departments and divisions; ensure planning and implementation of strategies to meet the College's

enrollment goals; participate in recruitment and informational events in the community and on campus.

- Conduct focused outreach to support recruitment of under-represented groups.
- Work collaboratively with institutional marketing office to prepare, disseminate, and present information about all assigned programs to internal and external audiences. Oversees development and maintenance of the program websites and brochures.
- Organizes and implements orientation services, academic counseling and retention efforts, and follow-up with targeted students such as those that are under-represented, undecided, in need of supplementary services, or on academic probation.
- Plans, directs, manages, supervises, oversees, and coordinates the onboarding and matriculation functions of the College.
- Determines needs for outreach and onboarding new students, particularly for traditionally underrepresented student populations.
- Recruit, hire, train, mentor, and supervise assigned faculty, support staff and student workers to design and maintain effective transition support programs.
- Develop and administer department and program budgets, including grant and other externally funded budgets; analyze and recommend changes to staffing levels as needed; authorizes expenditures in accordance with established policies and procedures; prepares and submits budgetary reports to the District and the State.
- Prepare and apply for grant funding; manage and oversee grant budgets; prepare grant reports, as needed.
- Plans, implements, and administers goals and objectives and ensures the development of policies and procedures related to programs and services in assigned departments and functional areas.
- Collaborates with District Information Technology Services and participates in developing and enhancing specialized automated systems; maintains current knowledge in the latest technology related to functional areas, including hardware and software capabilities; provides major input to long-range technology planning decisions.
- Oversees accurate and complete management information system (MIS) and fiscal reporting for programs and services under their supervision.
- Coordinates with the Research, Planning, and Institutional Effectiveness (RPIE) department and other appropriate groups to meaningfully set metrics and collect, analyze, recommend, and disseminate institutional qualitative and quantitative data to measure the progress of outreach activities, Dual Enrollment students and the program.
- Lead the program review process and update of student learning outcomes and service area outcomes related to outreach and recruitment services and dual enrollment/CCAP programming.
- Assists with implementing Guided Pathway strategies and activities.
- Participate as a member of select Division, College, and District committees.
- Ensures that state and federal regulations are implemented in policies and anticipates legal ramifications, including but not limited to security, privacy, identity theft, and fraud.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Master's Degree from an accredited college or university and at least one year of leadership as an administrator, faculty project director, and/or faculty chair is required. Demonstration of successful college leadership in a student services area or counseling experience is desirable.

Knowledge of:

- Higher education in community colleges, including the mission of the California Community Colleges.
- Participatory governance within the California Community College System. Local, state, and federal laws governing programs and services.
- Collective bargaining agreements and grievance processes.
- California Community College and K-12 Dual Enrollment regulations and guidelines.
- Principles and pillars of Guided Pathways.
- Federal and State laws and regulations, including Title 5, Title IV and Title IX and FERPA- related compliance.
- Operations of educational systems, including K-12 and 4-year universities.
- Evaluation procedures for staff and faculty.
- Budget preparation and control.
- Principles and practices of administration, supervision, and training.
- Interpersonal skills using tact, patience, and courtesy.
- District organization, operations, policies, and objectives.
- Computer and related technologies for student services and information management.

Ability to:

- Serve students from first generation and/or historically underrepresented groups as they pursue their academic goals.
- Ensure the integrity of all policies, procedures, and programs and works to support the college within a Guided Pathways framework.
- Plan, organize, develop, and evaluate the programs, activities, and support services of college programs.
- Allocate personnel and resources to optimize departmental efficiency and effectiveness.
- Communicate effectively in both oral and in written communication.
- Work effectively with students, faculty, and staff from diverse backgrounds in order to promote equal access and equity-mindedness to all divisional programs.
- Select, train, supervise, and evaluate personnel.
- Interpret, apply, and explain rules, regulations, requirements, and restrictions.
- Maintain current knowledge of state and federal rules, regulations, requirements, and restrictions.
- Analyze situations accurately and adopt effective courses of action.
- Meet schedules and deadlines and plan and organize workflow effectively.
- Work cooperatively with and coordinate projects with other administrators and staff, in order to offer effective services to students.
- Lead with integrity, transparency, and collegiality with a focus on improving student outcomes and completion.

Other Requirements:

- Must possess and maintain a Valid California driver's license.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; may be required to operate a motor vehicle to visit various District and meeting sites. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds. This work is performed indoors in a typical office environment. Incumbent may work at off-campus sites and serve as evening administrator.