

# Program Director - Student Equity (COF)

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## Position Information

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### Position Information

Job Title:	Program Director - Student Equity (COF)
Position Number:	01593
Posting Date	01/26/2016
Closing Date	
Initial Screening Date	02/18/2016
Open Until Filled	Yes
Position Type:	Management
Rate:	
Work Week	40 hours per week, 12 month position
Minimum Salary:	\$ 85,307.16 annual
Maximum Salary:	\$ 111,930.39 annual (\$ 87,439.84 maximum entry)
Benefits:	The Kern Community College District provides a maximum contribution to an excellent health and welfare benefits plan. Vacation, sick leave, holidays, income protection and retirement included.
College/Site:	Cerro Coso College
Location	CC-Main Campus, Ridgecrest
Basic Function	<b>This position is contingent on funding.</b>

The Program Director is responsible to the assigned Vice President or assigned supervisor, and has broad accountability, within the participatory governance framework, for planning, directing and evaluating assigned functions associated with maintaining quality academic and student services programs.

#### KEY ACCOUNTABILITIES

- **Develop, implement, and evaluate the Student Equity Program in coordination with the Student Success and Support Program and other student support programs.**
- **Provide leadership in coordinating student equity strategies for the college through collaboration with faculty, staff, and administrators.**
- **Work closely with the Office of Institutional Research to assist in the development of appropriate evaluative methodology, research, statistical reports, and other outcome measurements to identify disproportionate impact to assess Student Equity Program effectiveness, and to identify future goals and strategies to enhance student equity that are integrated with other institutional planning.**  
Develops and provides training related to Student Equity to faculty, staff, and administrators.  
Develop a peer mentoring program; coordinate and evaluate Student Peer

**Mentors associated with administering the goals of the Student Equity Plan.**

**EXAMPLES of DUTIES:**

1. Meet with health industry personnel to determine job needs
2. Meet with high school and college faculty to describe needs
3. Participate in all pathway project meetings
4. Serve as the logistical coordinator between the health industry and educational partners
5. Work with health industry partners to develop and implement internships, field trips, job shadowing, etc.
6. Interpret and administer District policy regarding assigned program(s)
7. Interpret and administer College policy with respect to student centered educational services. Plan, implement, and evaluate short and long-range strategies, goals, and objectives related to assigned program(s)
8. Review, assess and evaluate assigned programs and services; recommend and implement approved plans and policies to facilitate and improve outcomes, operations and programs within areas of responsibility
9. Provide leadership in generating staff development opportunities for support staff
10. Provide assistance in recruitment, selection, orientation, and evaluation of support staff in assigned program(s)
11. Supervise and coordinate department planning and operations; personnel supervision, including development and evaluation of all support staff
12. Develop, implement and monitor the annual plans and budgets expenditures
13. Act as liaison with District, State and Federal governing bodies regarding assigned programs and practices
14. Market the College and assigned programs to the College community and the general public
15. Serve on College and District Committees as appropriate
16. Perform other duties as assigned or required

**Education and Experience**

**Minimum Qualifications:**

- Master's degree in an academic area related to assignment.
- Five years of full-time experience in administration, including at least three years of leadership experience reasonably related to the administrative assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

*Note: Degrees and credits must be from accredited institutions (Title V Section 53406). Any degree from a country other than the United States, including Canada and Great Britain, must be evaluated by an evaluation service.*

*Note: The screening of candidates will be conducted by a screening committee. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.*

**Knowledge and Abilities**

**KNOWLEDGE AND ABILITIES:**

- State and Federal codes, statutes and regulations that govern California community college student developmental and instructional services (or their equivalents) including:
- Pertinent sections of Title 5 of the California Code of Regulations pertaining to student developmental, curriculum and institutional services.
- Pertinent sections of California Education Code.
- California State Chancellor's Office (Systems Office) legal opinions and advisories.
- Federal regulations pertaining to the Family Educational Rights and Protection Act.

- Microsoft Office Word/Excel.
- Principles of student development administration at the community college level; leadership and management principles and techniques.
- The mission of the California Community College; community college and instructional programs, regulations and policies; principles of employer employee relations; and principles in the administration of personnel services.
- Computer operations/data processing systems.
- Accounting, budgeting and fiscal reporting.
- Work as part of a management team dedicated to collaboration and the college goal of integrating instruction and/or student services as a way to create and maintain a supportive student-learning environment.
- Exercise group leadership skills, which emphasize collaboration, consensus building, conflict resolution, and problem solving in an environment of shared governance
- Use effective written communication, including reporting and funding proposal reports, etc.
- Effectively interact with persons of diverse socioeconomic and ethnic backgrounds.
- Apply legal and policy provisions to various problems consistently and correctly.
- Establish and maintain cooperative and helping working relations with students, staff and community agencies to meet the needs of students.

**Salary Grade**

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**Special Instructions to Applicants****First Review of Applications:**

*Complete application packets will be accepted until the position is filled: but those received by 5:00 p.m. (Pacific Standard Time) on February 18, 2016 are assured consideration. The College reserves the right to extend time limits or reinstate the recruitment/selection process at any point.*

**Completed application packet must include:**

- Completed Online Application for Employment form
- Current resume
- Letter of interest (Cover Letter)
- Copy of legible transcripts, if applicable
- List of six (6) professional references – Listed on application form

*Applicants who require reasonable accommodation to participate in the selection process should contact Human Resources to make the necessary arrangements.*

**Recruitment Status (tentative):**

- Application Screening: 2/19/16
- Interviews: TBD

**The District does not provide sponsorship for authorization to work in the United States. Work authorization should be established at the time of application submission.**

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

1. \* How did you learn about the position?
  - Newspaper
  - Internet
  - Employee
  - Walk-in
  - Chronicle for Higher Education
  - Employment Agency
  - KCCD Employee

- Other
  - 2. \* The District does not provide sponsorship for authorization to work in the United States. Work authorization should be established at the time of application submission.
    - I understand the above statement.
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## Optional & Required Documents

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### Required Documents

1. Cover Letter
2. Resume/CV
3. Transcripts

### Optional Documents

1. Other Document
2. Other Document (2)
3. Other Document (3)