



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

DIRECTOR OF POSTSECONDARY SUCCESS AND THE UNIVERSITY CENTER (TEMPORARY)

An Academic Supervisory Position (Exempt)
Grade 192E - Salary Schedule 35

A. Who We Are

The San Mateo County Community District is committed to achieving educational equity for all students. As outlined in the District's Strategic Plan, "success, equity, and social justice for our students are longstanding goals." The District's ["Students First" Strategic Plan](#) is focused on "Student Success, Equity and Social Justice." We provide students with a rich and dynamic learning experience that embraces differences — emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders. When you join our team at San Mateo County Community College District, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, classified staff, administration, students and community partners.

B. The College and the District

Cañada College, which was designated as a Hispanic Serving Institution in approximately 2000, is part of the San Mateo County Community College District, which currently enrolls approximately 23,000 students, the majority of whom are from minoritized populations. Of the students at Cañada College, 3.0% are African-American, 0.1% are American Indian, 11.1% are Asian, 3.7% are Filipino, 36.8% are Latinx, 1.4% are Pacific Islander, 25.8% are White, 15.1% are Multi-Ethnic, and 2.9% are unknown.

C. Who We Want

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, students and community partners who are also committed to closing equity gaps. The San Mateo County Community College District seeks employees who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals.

D. The Position

Under administrative direction, the Director of Postsecondary Success and The University Center is responsible for planning, developing, organizing, directing, and evaluating goals in line with increasing

postsecondary success and completion at Cañada College through the Expanding Student Opportunity ¡ESO! Adelante Program and for creating and maintaining university partnerships. The purpose of the program is to expand educational opportunities for, and improve the academic attainment of Hispanic students; and to expand and enhance the academic offerings, program quality, and institutional stability of colleges and universities that are educating the majority of Hispanic college students and helping large numbers of Hispanic students and other low-income individuals complete postsecondary degrees.

This is a temporary position funded by general fund and the ¡ESO! Adelante Project Grant and may be eliminated once the grant funding has been exhausted.

E. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Supervises and evaluates full-time, part-time, and hourly staff for the Expanding Student Opportunity (¡ESO!) Adelante Project Grant, Workforce, and recommends personnel actions to the Dean.
2. Supervises and evaluates full-time, part-time, and hourly staff for the University Center at Cañada College.
3. Plans and monitors the general fund and grant funds, including program budgets; implements, tracks, and prepares reports on college and categorically-funded budgets
4. Implements activities in accordance with college operations and grant outcomes and requirements
5. Leads and participates in the research, preparation, application for and follow-up procedures required for the Expanding Student Opportunity (¡ESO!) Adelante Grant and other grants and external sources of funding; prepares and submits reports to the District
6. Participates in the development of student support services
7. Develops relationships and works closely with partner four-year institutions
8. Serves as liaison and conducts outreach activities with the campus and the community
9. Develops and coordinates the preparation of a variety of print materials and electronic information
10. Performs other duties as assigned

F. Minimum Qualifications

- Possession of a Master's degree or above from an accredited institution OR possession of a California Community College Supervisor Credential OR the equivalent
- One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment
- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff
- Possession of a valid California Driver's License (or the ability to obtain one) and the ability to drive to off-site locations required

G. Physical/Other Requirements

This classification requires the ability to operate a motor vehicle to travel to a variety of off-site locations; ability to exert 10 to 25 pounds of force to lift, carry, push, pull, or otherwise move objects weighing 35 pounds or less; manual dexterity sufficient for operation of office equipment, including keyboard, mouse, and phone; ability to communicate and provide information to others; and vision to read printed material and computer monitor in order to perform the essential functions.

H. Knowledge, Skills & Abilities

1. Understanding of, sensitivity to, and respect for people who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds
2. Working knowledge of categorically funded programs, regulations, and related policies and procedures
3. Experience responding to federal, state, or granting agency rules, regulations, and compliance requirements
4. Experience with program coordination
5. Experience with or knowledge of evaluation and assessment processes, policies, and procedures
6. Ability to collaboratively develop and innovate programs and services
7. Knowledge of Title IV and California Education Code
8. Experience in or preparation to advise or teach, preferably in a community college setting
9. Ability to create and foster a cooperative team approach
10. Ability to handle complex details and deadlines
11. Skills in effective verbal and written communication
12. Ability to analyze data and prepare evaluative reports
13. Experience in the use of a variety of computer software programs to access student records and to prepare reports and other materials
14. Ability to develop and maintain online and manual file systems
15. Skill and dedication to customer service

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