



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

DIRECTOR OF SPARKPOINT AND CAREER SERVICES

A Classified Supervisory (Exempt) Position
Grade 192E

A. General Statement

The Director of SparkPoint and Career Services is a full-time 12-month position and is responsible for visioning, planning, and directing the SparkPoint and Career Centers at Skyline College. SparkPoint at Skyline College offers services for low and medium-income students which provide financial coaching, benefits access assistance, asset building and credit information. The Career Center works with students to identify values, personalities, interests, and abilities as it relates to students' educational goals and career and work preferences. The Director is responsible for the day-to-day management of the SparkPoint and Career Centers and reports to the Dean of Counseling. The Director of SparkPoint and Career Services will be joining a leadership team that is expected to uphold values of social justice and equity, and be committed to a "Students First" philosophy that is focused on student success and completion, and that is held accountable to a set of Leadership Standards of Excellence.

(<http://www.skylinecollege.edu/aboutskyline/leadershipstandards.php>).

B. 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. Plans, directs, organizes, and manages the administration of high quality SparkPoint and Career Center programming
2. Works with the administration, faculty and staff across the campus, and program staff at partner organizations (United Way) to ensure successful implementation of the Center in accordance with grant, institutional, state, and federal guidelines
3. Strategically supports the development and maintaining of relationships with employer organizations leading to increased employment and internship opportunities for students
4. Confers with management and other staff to develop and implement needs assessments and other studies and surveys for targeted populations served by the centers
5. Compiles statistics for use in designing/developing new and modified center services, goals and future

6. Participates in strategic planning with management and other staff and directs, coordinates, and participates in short-range and long-range planning
7. Makes recommendations for overall Centers development and improvements
8. Develops and solicits grants and external funding sources and administers grant funding
9. Develops, analyzes, plans and implements systems and processes for the management and implementation of daily operations of Centers services
10. Meets with faculty, administrators, support staff, other college personnel and grant collaborators on a regular basis to review progress towards meeting the SparkPoint Center and Career Center objectives
11. Maintains operational, financial, and related records required by granting agencies and prepares reports for grant-funded projects as required
12. Plans project budgets in conjunction with management and other staff and ensures that funds are managed in compliance with regulations, guidelines, procedures, and within deadlines
13. Monitors budget expenditures, revenues, transfers and online reporting, including making recommendations for changes to budgets, staffing, facilities, supplies and equipment
14. Performs duties in conformance with applicable rules, regulations, policies and procedures
15. Trains, motivates, and oversees the work of staff, student assistants, and contract employees
16. Conducts research and focus groups and surveys to determine current effectiveness of the SparkPoint and Career Center services and future needs
17. Prepares related reports and plans and shares with college community
18. Establishes liaison with business organizations, community and regional groups, employer organizations, other community colleges, and four-year colleges and universities
19. Develops strategic partnerships locally to share educational, training and equipment resources
20. Promote and market the SparkPoint and Career Centers and services through presentations, brochures, correspondence, and other materials
21. Participates in a variety of committee and staff meetings in support of low-income students and participates in other related committee assignments as required, both on and off campus
22. Performs related duties as required or assigned

C. Requirements

1. This classification requires a combination of education and experience equivalent to a Bachelor's degree in Social Services or a closely related field and one year of successful work experience of increasing responsibility in program planning, assessment, implementation, management and evaluation or related eligibility and client services that has included educational, governmental, private, and other agency financial donors; grant writing; required reporting; implementation and evaluation of detailed

regulations; oral and written communication, including public speaking; research, compiling data for, and preparation of statistical, financial and other data for a variety of reports, using spreadsheet and other computer software; directing and evaluating the work of staff; and budget planning.

2. Possession of a valid California Driver's License and the ability to drive to off-site locations are required.
3. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff

D. Desirable Skills & Abilities

1. Knowledge of and experience in program development, management, and supervision
2. Demonstrated skills in successful interpersonal communication and leadership
3. Knowledge of and experience in federal or state programs serving disadvantaged students
4. Knowledge of Career development theories and stages of development
5. Knowledge of the resources available to the population served
6. Knowledge of the policies, procedures, regulations and laws pertaining to federal programs
7. Skill in strategic planning, project coordination, and evaluation
8. Skill in program budget planning, reporting and management
9. Skill in basic research and planning methods
10. Demonstrated ability to work collaboratively with a broad campus community
11. Experience in training, supervising, directing, and evaluating the work of others
12. Proficiency in the use of a variety of computer software to format, compose and prepare statistical, financial and narrative reports, presentations and other written materials
13. Experience in writing state and federal grants
14. Ability to communicate in Spanish preferred