



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

**EQUITY INSTITUTE MANAGER
(GRANT FUNDED)**

A Classified Supervisory Position (Exempt)
Grade 180E—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

Skyline College is part of the San Mateo County Community College District and is designated as a Hispanic Serving Institution (HSI), enrolling approximately 16,000 students each academic year. Skyline College has a diverse student population that is a reflection of the communities that it serves. Detailed information about the student population, including data related to student success, can be found on [Skyline College’s Office of Planning, Research and Institutional Effectiveness \(PRIE\)](#) website.

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 excellence and success.

D. The Position

The Equity Institute Manager has professional responsibilities involved in the Equity Institute’s programs and services. Under direction of the Equity Institute Executive Director, the Equity Institute Manager serves in a variety of key roles related to the Equity Institute’s programs, including strategic planning, logistics, curriculum development around issues of race, culture and equity as they relate to student success, and implementation of a wide variety of Equity Institute activities, special events, and

services. Public contact is extensive and involves faculty, staff, students, vendors, contractors, external educational institutions, business and community organizations for the purpose of exchanging policy and procedural information. A high degree of independent judgment and creativity are required to resolve minor and major problems that arise. Consequences of errors in judgment could be costly in employee time and public relations; however, administrative and policy controls limit the risk of serious consequences.

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. Serves as primary contact for campus constituents and external stakeholders on matters related to planning, development, budgeting, implementation, compliance with rules and regulations, monitoring, and evaluation of programs and activities
2. Develops trainings for classified staff, faculty, and administrators on protocol, applicable policies, government regulations, required networking methods, and a variety of other start-up, supervision, and follow-up activities
3. Provides guidance in the areas of program development focused on issues related to cultural fluency, equity, and student success
4. Uses a variety of computer software to produce an annual report, create publicity materials, brochures, web page updates and improvements, and other printed materials
5. Trains, supervises, and evaluates the work of clerical, program support and student assistants
6. Coordinates the development, evaluation, and implementation of program goals, objectives, and strategic initiatives
7. Assesses consequences and outcomes of program initiatives
8. Plans and maintains a calendar of events and activities, including leading and participating in publicity of upcoming Equity Institute events, programs, projects, activities, and services
9. Assesses needs for Equity Institute programs and projects, identifies and compiles resource information and writes grants
10. Confers with students and management staff to plan and implement a variety of funding and revenue generating activities
11. Performs other related duties as assigned

F. Requirements

- A combination of education and experience equivalent to a Bachelor's degree in sociology, human resources, or a closely related field
- Two years of related increasingly responsible work experience that has included program planning
- 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
- Demonstrated ability to communicate constructively and respectfully with people of diverse genders, cultures, language groups and abilities
- Demonstrated skill in oral communication, including public speaking
- Demonstrated skill in written communication
- Skill directing the work of others
- Skill in event and project planning, implementation and evaluation
- Possession of a California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle to off-campus locations

G. Preferred:

- Possession of a Master's degree is preferred
- Ability to communicate in another language, preferably Spanish, is desired

H. Physical/Other Requirements

This classification requires the ability to drive a motor vehicle to off-site locations; ability to lift/and or carry 25 pounds; ability to exert manual dexterity sufficient for keyboard and other office equipment operation; ability to hear and speak to communicate and provide information to others; ability to read printed materials in order to perform the essential functions.

I. Knowledge, Skills & Abilities

1. Previous experience or training in developing training about issues of equity and cultural fluency
2. Passion and motivation to engage staff, faculty, administrators, and external stakeholders in their goals for professional development and improvement through the Equity Institute
3. Skill in effective written and oral communication, including public speaking
4. Skill in interacting sensitively and respectfully with people from diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds
5. Skill in communicating effectively with people at all levels within an organization
6. Skill in the use of a variety of computer software to compose and prepare correspondence, memoranda, presentations, publicity materials, reports, spreadsheets, page layouts, and web design applications
7. Demonstrated skill in multi-tasking and prioritization of high-volume workloads
8. Skill in event planning, implementation, coordination, supervision, and evaluation

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