



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### **Director of Promise Scholars Program**

Academic-Classified Exempt Supervisory Position  
Grade 192E – Salary Schedule 35

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#### **A. General Statement**

The Director of the Promise Scholars Program has professional responsibilities for the administration, implementation, and evaluation of the Promise Scholars Program. The Promise Scholars Program is a comprehensive program designed to help students earn their Associate's degree as quickly as possible through provision of financial support, comprehensive academic, advisement, career support services for eligible students. The Director is responsible for overseeing the scaling of the Promise Scholars Program working with campus faculty, staff, students, and administrators, as well as with external technical assistance connected through the ASAP staff of the City University of New York (CUNY) throughout the implementation period. Public contact is extensive, and involves faculty, staff, students, vendors, contractors, outside educational institutions, businesses and community representatives. A high degree of independent judgment and creativity is required to resolve minor and major problems that arise, while also adhering to ensuring fidelity of program implementation. The Director can direct the work of faculty, clerical and other staff and student assistants as assigned. The position requires flexible work hours and some evening and weekend responsibilities.

#### **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. Serves as the primary administrator on the design, implementation, and evaluation of the Promise Scholars Program (based on ASAP at CUNY) implementation and will oversee matters relating to planning, development, budgeting, implementation, compliance with rules and regulations, monitoring, and evaluation of programs and activities
2. Develops and monitors a comprehensive program of academic, advisement, career counseling and other support and financial aid services for designated Promise Scholars students;
3. Responsible for developing a collaborative working environment with the Dean of Counseling, Counseling Faculty and staff related to student counseling and academic support needs;
4. Oversees recruitment of new students, including coordination with other college offices;
5. Oversees development of student leadership, peer mentoring, and student development curriculum for Promise Scholars student leaders.
6. Collaborates with counseling faculty, instructional faculty, deans, and Promise Scholars staff in the curriculum development of courses related to Promise Scholars, such as a first year seminar.

7. Serves as Liaison to the Promise Scholars staff and administration during the implementation period, ensuring program fidelity;
8. Provides guidance in the areas of program fidelity during the implementation period;
9. Works closely with counseling faculty and staff, academic support programs faculty and staff, and other campus resources as identified during program design and implementation;
10. Works closely with deans and directors in administration to ensure key stakeholders are part of the design and implementation process as needed;
11. Provides training and professional development related to Program Scholars Program implementation to students, faculty, staff, and administration;
12. Participates in college outreach and orientation programs
13. Collaborates with the staff of the PRIE office to ensure a comprehensive, iterative, and integrated process for program evaluation for student success;
14. Trains, supervises and evaluates the work of clerical, program support and student assistants
15. Coordinates the development, evaluation and implementation of program goals, objectives, and strategic initiatives
16. Assess consequences and outcomes of program initiatives
17. In collaboration with the Marketing, Communication, and Public Relations office, plans and maintains a calendar of events and activities, including leading and participating in communications and marketing regarding the Promise Scholars Program
18. Responsible for generating reports for campus, board, community, and public consumption on the implementation and evaluation process of the Promise Scholars Program
19. Explore and pursue grant opportunities to support the institutionalization of the Promise Scholars Program
20. Serves as a member of various College wide committees
21. Responsible for serving as a member of the Emergency Response Team
22. Performs other related duties as assigned

### **C. Requirements**

1. Master's degree in student services, counseling, student development, or similar program related to student programming and advising.
2. Two years of related increasingly responsible work experience that has included program planning
3. Demonstrated ability to communicate sensitivity, constructively and respectfully with people of diverse genders, cultures, language groups and abilities
4. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students
5. Demonstrated skill in oral communication, including public speaking
6. Demonstrated skill in written communication
7. Demonstrated skill in program evaluation
8. Skill directing the work of others
9. Skill in event and project planning, implementation and evaluation
10. 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

OR

An equivalent combination of education and experience

### **D. Preferred Qualifications**

Experience with programs that are similar to CUNY ASAP and comprehensive first year programs preferred.

### **E. Physical/Other Requirements**

This position requires attention to detail, good memory, teamwork, ability to work under deadline pressure, moving moderate to heavy objects, sitting and standing for periods of time, oral and written

communication, pushing, pulling, bending, stooping, reaching, patience and tact in order to perform the essential functions.

**F. Knowledge, Skills & Abilities**

1. Previous experience or training in program development related to student development, student success, and/or first year advising programs
2. Passion and motivation to engage students in their academic goals through student life
3. Knowledge of evidence-based strategies/programs that promote student success and completion
4. Skill in effective written and oral communication, including public speaking
5. Skill in interacting sensitively and respectfully with people of diverse cultures, language groups and abilities
6. Skill in communicating effectively with people at all levels within an organization
7. Previous experience with grant development and writing
8. Ability to communicate in another language, preferably Spanish, is desired
9. Skill in the use of a variety of computer software to compose and prepare correspondence, memoranda, presentations, publicity materials and reports
10. Demonstrated skill in multi-tasking and prioritization of high volume workloads
11. Skill in the use of a variety of computer software, including spreadsheet, presentation, page layout, and web design applications
12. Skill in event planning, implementation, coordination, supervision, and evaluation
13. Skill in fundraising, grant development, and in cultivating funding resources

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