



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

DIRECTOR OF TRiO

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

A. General Statement

Reporting to the Dean of Counseling, the Director will provide leadership and daily operation and management of the Skyline College TRiO Student Support Services program. This is a full-time, grant-funded position with primary responsibilities for the TRiO Student Support Services Program, as well as some duties in the Counseling Division and the overall Student Services Leadership Team. The Director will maintain records of students served by TRiO Student Support Services, prepare program evaluation and performance reports, develop and maintain publications (newsletters, brochures, and web sites), and maintain current knowledge of procedures and regulations for federally-funded programs. The position requires the ability to elicit and bring focus to recommendation from students, faculty, staff and administrators. It also calls for organizational skills that enable the performance of duties in a timely manner, with attention to detail, and the ability to work with a high level of autonomy.

B. Duties and 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. Responsible for the overall management, including planning, development, and implementation of the TRiO SSS program per the guidelines of the US Department of Education.
2. Responsible for compliance with Federal, State and Local regulations and policies related to TRiO and California Community Colleges
3. Conduct intake process to determine eligibility and acceptance of new applicants to the program and provide ongoing monitoring of student success in the program.
4. Provide leadership for the TRiO program team comprised of staff, faculty, students, including colleagues from the instructional division.
5. Maintain up-to-date data and manage MIS on all students and services related to the program, including developing guidelines and evaluation tools for needs assessment in areas of student satisfaction, program effectiveness, and efficient delivery of services.

6. Serve as liaison and source of information regarding policies and procedures with college administration, campus programs, and community agencies to maximize services provided to program participants.
7. Prepare reports as needed per the grant guidelines, including program review and plans required for institutional planning.
8. Provide fiscal responsibility and oversight for managing the grant and budget resources, including educating the campus community on the rules and regulations per the US Department of Education, as well as the selection, purchase, and evaluation of supplies and equipment needs
9. Organize program events, such as National TRiO Day, College Tours, Family Nights, workshops, and other related programs as needed.
10. Provide supervision and management for the selection of all TRiO Staff to include student assistants, student ambassadors, para professionals, and Faculty.
11. As an active member of the Student Services Leadership Team employ leadership standards of excellence to successfully execute programs and services from the Student Services Division.
12. As an active member of the Skyline College Managers team successfully execute programs and services supporting executive leadership.
13. As an active member of the Counseling Division, successfully support programs and events as needed within the division.
14. Collaborate with the campus Learning Center to enhance TRiO student learning and success.
15. Establish and maintain rapport with college staff, faculty, and administration, including ability to work in a highly collaborative environment with colleagues both on and off campus.
16. Interface and serve as liaison and source of information regarding policies and procedures with college administration, campus programs, and community agencies to maximize services provided to TRiO SSS participants.
17. Carry out assigned roles and responsibilities as assigned in the College Emergency Operations Plan.
18. Perform other duties as assigned.

C. Requirements

1. Master's Degree from an accredited institution in a subject taught in the San Mateo County Community College District or in a student support services field
2. Successful experience in managing a program aimed at student success to achieve a degree in higher education
3. Demonstrated ability to communicate effectively, both orally and in writing, with administrators, faculty, staff, students, and the community at large
4. Ability to work effectively and constructively with persons from diverse cultures and language groups.
5. Evidence of sensitive to and understanding of the diverse academic, socioeconomic, gender identity and expression, and cultural and ethnic backgrounds of community college students, faculty, and staff, including those with physical and learning disabilities

D. Knowledge, Skills & Abilities

1. Knowledge of an experience in federal or state programs serving historically marginalized and underrepresented students
2. Understanding of and commitment to the role and purpose of the community college
3. Experience in grant writing and/or fund raising
4. Participation in department/division program reviews
5. Familiarity with the use of instructional technology and media to enhance teaching and student learning

6. Experience in program development, implementation, and assessment
7. Experience in curriculum development, especially in basic skills curricula
8. Knowledge of basic research and planning methods
9. Experience in supervising professional staff and student staff
10. Knowledge of theoretical perspectives and effective programs that enhance transfer to a four-year institution of higher education
11. Experience with budget management

(3/2015)