



## **JOB TITLE: DIRECTOR OF STUDENT EQUITY**

Classification: Administrator  
Salary Range: 11

Retirement Type: PERS\*  
Revised/Board Approved: February 26, 2018

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### **BASIC FUNCTION:**

Under the direction of the assigned Dean, the Director of Student Equity will plan, organize, and manage student equity efforts to close the achievement gaps for underrepresented student groups and advance the College's mission. The Director will adhere to the guidelines, policies, and procedures outlined in the College's Student Equity Plan. The Director will coordinate and supervise all personnel involved in program activities in order to satisfy the goals and objectives of the Student Equity Plan.

### **REPRESENTATIVE DUTIES:**

Direct and oversee the operation of all Student Equity Plan components. Accept overall responsibility for management, compliance, reporting, budget, and monitoring for timelines and quality of outcomes.

Communicate goals and objectives of the Student Equity Plan to the college community. Ensure that planning efforts and objectives are integrated with the College's Strategic Master Plan. Negotiate priorities and resolve conflicts in a collegial manner.

Assume responsibility for the timely completion and evaluation of all activities and program objectives as detailed in the Student Equity Plan, including scheduling and approval of professional development, monitoring of implementation and evaluation of pilot interventions, and other activities.

Research and identify relevant programs to offer and consultants to bring on campus; facilitate meetings with key stakeholders; travel, and approve travel for others, to attend relevant conferences/workshops to maintain professional currency in the field.

Conduct ongoing analysis and evaluation of campus-wide student equity needs and oversee the development and delivery of student equity information, training materials, workshops, seminars, programs, etc. Assess the effectiveness of student equity efforts against the goals and objectives of the Student Equity Plan.

Gather monthly progress reports and issue quarterly reports summarizing progress. Coordinate the overall evaluation of program with an external evaluator and college staff.

Develop and administer budgets in accordance with the terms of the fund award; maintain funds in separate/restricted accounts. Ensure consultants and contracts are within institutional, state, and federal requirements. Approve expenditures and budget adjustments as authorized.

Directly and/or indirectly supervise all staff assigned to department. Determine staffing needs based on operational goals and objectives. Approve plans for staff training and professional development activities as needed.

Resolve problems referred by other college personnel and provide policy and regulatory interpretations as needed. Respond to requests from senior administrators and other college officials for assistance and expertise on student equity issues.

Work with key college constituencies to plan strategies and budget for effective programs that satisfy the goals and objectives of the Student Equity Plan.

Maintain monthly time and effort records on all personnel who work on the program.

Prepare required reports for the Chancellor's Office, including any interim reports, the Annual Performance Report, and the Final Report.

Perform other related duties as assigned or requested.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Master's degree and at least 2 years administrative experience, preferably in grant-funded project/program management at the federal and/or state level. Combined experience/education may substitute for minimum education. Experience managing large and complex projects/programs and/or federal contracts (including budgets and reporting) in higher education setting. Title III or Title 5 experience preferred.

Must have demonstrated experience showing sensitivity to, and understanding of, diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Principles and practices of supervision and training.

Applicable laws, codes and regulations, policies, and procedures. Interpersonal skills using tact, patience, and courtesy.

Knowledge of relevant software.

Organizational, operational, and structural functions of postsecondary institutions.

#### Abilities/Skills:

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and appropriate office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Lift up to 25 pounds.

Licenses or Other Requirements:

Valid California driver's license

**WORKING CONDITIONS:**

Will be required to drive to offsite locations periodically.

Movement from one work area to another.

Hand, wrist, and finger dexterity to operate various office machines.

Multicultural, diverse work environment.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.