
Position: Director of Hispanic Serving Institution
Initiatives

Position Number:

Conducts evaluation studies and prepares annual and progress reports to the U.S. Department of Education, as well as District administrators, Governing Board, and external partners.

Establishes and maintains relationships with other college and university partners, school district officials, community leaders, various organizations, and public agencies to encourage participation, stimulate interest, and coordinate campus projects with assigned programs and activities.

Plans and coordinates research and data necessary to measure program effectiveness; anticipates program data and statistics.

Develops or coordinates the development of grant proposals collaboratively with appropriate stakeholders that meet funding agency requirements and priorities, including developing the proposal content, writing the grant narrative, and completing all required forms and documents; establishes and maintains contacts with funding agency personnel and potential grant partners.

Attends and participates in professional group meetings and various committees and advisory groups; stays abreast of new trends and innovations in HSI Initiatives appropriate to the assignment, and other related services.

Advises, provides guidance, and prepares and delivers presentations on issues, trends, and advocacy pertaining to the HSI Initiatives programs and services.

Maintains and directs the maintenance of working and official departmental files.

Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes as required.

Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Superintendent/President.

Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.

Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.

Principles and practices of enrollment management.

Principles and practices of fiscal management, strategic, and facilities planning.

Pertinent federal and state laws and regulatory provisions.

College accreditation procedures, practices, and standards.

The development, implementation, and assessment of student learning and/or service area outcomes.

Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.

Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Principles and practices of grant funding, in

Principles and procedures of record keeping.

Modern office practices, methods, and computer equipment and applications.

Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, crouch, or crawl to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing program policies and procedures.