

	Position: Director of Student Affairs, TRIO Programs	Position Number:
	Department/Site: Student Affairs	FLSA: Exempt - Administrative (Educational Administrator or Classified Administrator)
	Reports to: Vice President of Student Affairs or assigned administrator	Salary Range: XI

DEFINITION

Under general direction, plans, organizes, and provides oversight for all functions and activities of the assigned federal TRIO program (e.g., Student Support Services, Talent Search, or Upward Bound), including ensuring program compliance with federal guidelines and regulations, grants management, and program progress reporting; develops and implements program services as described in grant objectives and serves as primary contact person and representative to the appropriate Office of Federal TRIO Programs of the U.S. Department of Education; researches and gathers various program data and develops reports; provides highly complex and responsible support to the Vice President of Student Affairs in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

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, including techniques and methods of researching grant opportunities, identifying federal, state, private, and corporate grant funding organizations, securing and maintaining funding from external agencies, and complying with reporting requirements.

Principles and practices of developing, implementing, and evaluating TRIO program and services (e.g., Student Support Services or Upward Bound).

Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

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.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, socio-economic, and ethnic groups.

Ability to:

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and K-12 students.

Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.

Deliver formal and influential presentations.

Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.

Develop, implement, and evaluate programs and services.

Utilize data and assessment outcomes to make improvements for programs and services.

Inspire and motivate others toward goal achievement.

Counsel, direct, and facilitate professional development of employees.

Develop and monitor budgets and effectively utilize resources.

Effectively manage priorities in large, complex, and diverse operational units.

Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.

Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.

Recruit, select, supervise, and evaluate employees.

Research, apply for, and manage grant funding.

Effectively administer a variety of TRIO projects, events, and administrative activities.

Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.

Effectively represent the District and the program in meetings with various educational, business, professional, regulatory, and legislative organizations.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

Establish and maintain a variety of filing, record keeping, and tracking systems.

Operate modern office equipment including computer equipment and specialized software applications programs.

Understand and appropriately apply scope of authority in making independent decisions.

Education and Experience:

