

FEATHER RIVER COMMUNITY COLLEGE DISTRICT

570 Golden Eagle Avenue, Quincy CA 95971

(530) 283-0202 ext. 257

www.frc.edu

DIRECTOR OF STUDENT EQUITY AND ACHIEVEMENT PROGRAMS

DEFINITION:

Under the direction of the Chief Student Services Officer, provide management and leadership in the planning, development, implementation, and evaluation of the Student Equity and Achievement Program including the four components of SSSP (orientation, assessment/placement, advising/education planning and follow-up services), maintain an academic advising caseload, and analyze data to develop and implement activities to support student equity efforts and student success.

CLASSIFICATION:

- FLSA Exempt
- Classified Manager
- Date Modified: March 2022

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in this job title.

- Supervise staff involved with the SEA program components and equity activities and provide leadership to the Advising Task Force
- Collaborate with Instruction, Institutional Research and other Student Services Departments to develop and implement plans as required by the Chancellor's Office
- Work with Information Technology and Instruction to ensure accurate data reporting related to SEA Programs to the Chancellor's Office
- Work with the Advising Task Force and the IT Department to implement initiatives and programs from Chancellor's Office

- Coordinate with the Assistant Dean of Instruction to provide SEA Programs for the Incarcerated Student Program and other distance education programs
- Manage budgets for SEA Programs
- Provide and relay information and maintain contact with a variety of college departments and external agencies
- Prepare a variety of correspondence, reports, handbooks; design and prepare forms for various program areas; proof and edit documents
- Plan, implement, and coordinate all new-student orientation programs
- Oversees all student assessment and placement processes
- Coordinate academic advising services and provide guidance for all academic advisors and members of the Advising Task Force
- Oversee the process of developing Student Education Plans for all students through various programs
- Develop and oversee the process for providing follow up services to at-risk students through workshops and other interventions
- Provides all academic advising services to assigned students
- Develop and implement strategies to support student success including coordinating the Summer Bridge Program and the First Year Experience
- Coordinate with Director of Institutional Research & Planning on pertinent data collection and analysis
- Supervise staff and student employees
- Other related duties as assigned

Knowledge of:

- Concepts, methodologies, processes, and terminology applicable to higher education Standard office procedures, budget and supply maintenance
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling and punctuation
- Standard office software such as word processing, spreadsheets and basic web page development
- Principles, theories, techniques, and methods of assisting high risk populations
- Assessment methods for student learning outcomes
- The Family Education Right to Privacy Act, and other federal and state laws governing use of and release of student and personnel data
- Computerized data storage and retrieval
- Technical and research report writing and presentation methods using appropriate computer programs
- Academic disciplines taught in community colleges
- College support programs or student services programs

Ability to:

- Supervise staff and provide leadership
- Establish and maintain cooperative and effective working relationships
- Effectively utilize computer equipment and management information systems
- Learn specialized computer applications software

- Communicate effectively and clearly both orally and in writing
- Understand and follow oral and written instructions
- Work independently with little direction; exercise creativity and critical judgment
- Prioritize and schedule work
- Prepare and deliver oral presentations
- Type sufficiently to operate a computer keyboard
- Use discretion in handling confidential or sensitive information

MINIMUM QUALIFICATIONS:

- Bachelor's degree
- One year experience working in student services within an educational institution
- One year experience supervising staff
- Demonstrated sensitivity to and understanding of the diverse academic and socio-economic, cultural, disability and ethnic backgrounds of community college students and staff

OTHER REQUIREMENTS:

- Possess or be able to obtain a valid driver's license and have a satisfactory driving record.

DESIRED QUALIFICATIONS:

- Master's degree
- Community college experience
- Academic advising experience
- Experience in developing and coordinating student support services
- Experience with supplemental instructional programs such as a Summer Bridge Program, First Year Experience or similar programs
- Experience working with high risk student populations

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties with or without reasonable accommodations are:

- Light to moderate physical effort
- Frequent standing, sitting, reaching, walking, lifting (overhead, waist level from floor), carrying, bending

- Frequent near vision use for reading
- Constant use of voice (somewhat above normal conversation level)
- Frequent hearing use (ordinary conversation level)
- Evaluative and cognitive thinking and decision making

This work is performed in office, and classroom, and includes night and weekend duties.