

| TITLE   | CLASSIFICATION  | SALARY RANGE |
|---|---|--------------|
| Director, Health Occupations Preparation and Education Program (HOPE) | Management Team<br>Classified Administrator<br>Categorically Funded | 22           |

### **SCOPE OF POSITION:**

Under the direction of the Dean, Health Sciences, plan, organize, and direct the District's Student Services Support (SSS) TRIO HOPE Program in accordance with the federal guidelines and regulations determined by the US Department of Education. This program supports first generation, low income, and disabled students in health sciences classes and training programs; manage related special projects; train, supervise and evaluate the performance of assigned staff.

### **KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Identify, recruit, and orient stakeholders to contribute to the implementation and success of the SSS HOPE Program.
2. Identify academic support needs of SSS eligible students in SRJC Health Sciences prerequisite classes and training programs. Research and identify private and governmental grants to sustain program services. Schedule, advertise, monitor, and evaluate the delivery of academic support to students; perform case management of SSS HOPE participants.
3. Provide leadership to HOPE Project staff ensuring outcomes/deliverables are met within established time lines.
4. Develop and prepare the annual preliminary grant budgets for HOPE operations and activities; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations assure alignment with grant budgets; prepare quarterly and final expenditure reports in accordance with grant requirements.
5. Oversee the recruitment of industry health professionals and community college Health Sciences students to conduct presentations to current and potential SSS HOPE students.
6. Coordinate the collection and reporting of annual performance reports to the Department of Education and additional funders.
7. Collaborate with SRJC departments to ensure that student needs and program objectives are met.
8. Maintain data to evaluate effectiveness of services; utilizes statistical information to identify progress toward long and short term goals of the SSS HOPE project.
9. Coordinate the development and delivery of services, resources, seminars and workshops to SSS HOPE students.
10. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
11. Provide technical expertise, information and assistance to the Dean regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
12. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

13. Direct the preparation and maintenance of narrative and statistical reports, records and files related to personnel and assigned activities.
14. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.

**KNOWLEDGE OF:**

1. Healthcare delivery systems and available workforce training.
2. Grant funding organizations and potential future funders.
3. Grant writing and management techniques and procedures.
4. Healthcare labor market trends.
5. Socioeconomic trends and issues of diverse populations.
6. Budget preparation and control.
7. Oral and written communication skills.
8. Principles and practices of administration, supervision and training.
9. Applicable laws, codes, regulations, policies and procedures.
10. Interpersonal skills using tact, patience and courtesy.
11. Operation of a computer and assigned software.
12. Managing and reporting on federal government grants.

**ABILITY TO:**

1. Manage related special projects.
2. Effectively train, supervise and evaluate the performance of assigned staff.
3. Communicate effectively both orally and in writing.
4. Interpret, apply and explain rules, regulations, policies and procedures.
5. Establish and maintain cooperative and effective working relationships with others.
6. Operate a computer and assigned office equipment.
7. Analyze situations accurately and adopt an effective course of action.
8. Meet schedules and time lines.
9. Work independently with little direction.
10. Plan and organize work.
11. Direct the maintenance of a variety of reports, records and files related to assigned activities.
12. Demonstrate sensitivity to, and respect for, a diverse population.

**QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

Bachelor's degree in a related field; Master's Degree preferred.

**EXPERIENCE:**

Increasingly responsible experience in program management with a similar student population, including some experience managing a grant funded program in higher education, and federal grant administration experience.