

TITLE	CLASSIFICATION	SALARY RANGE
Director, Hispanic Serving Institution (HSI)	Management Team Classified Supervisor Categorically Funded	22

### **SCOPE OF POSITION:**

Under the direction of the Vice President, Student Services/Assistant Superintendent and the Dean, Child Development and Teacher Education, plan, oversee and evaluate the Title V HSI Project grant goals and objectives with key faculty, staff, students and other community agencies; maintain effective communication and oversight of grant activity to ensure that project operations are in compliance with Federal Department of Education mandates and HSI institutional goals; 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. Provide leadership in the administration of the grant and related areas as identified in the grant application; coordinate and oversee project activities at District sites; support outreach efforts with local schools and universities to increase the access, retention and transfer of Latino and low income students; perform other grant management duties.
2. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
3. Oversee the coordination of services to students who participate in program activities; coordinate the functions of the technology and research components of the Project, including project evaluation.
4. Ensure accurate documentation of grant fiscal records, student records and evaluation data; collaborate with internal and external evaluators to develop reports; submit annual and final reports as required by US Department of Education (DOE).
5. Provide guidance and progress reports for internal and external program assessments, audits and reviews.
6. Participate in the development of outreach materials, forms and manuals in hard copy and electronic media, and other appropriate materials regarding Project activities and events.
7. Provide technical expertise, information and assistance to the Vice President and Dean regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
8. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
9. Direct the preparation and maintenance of narrative and statistical reports, records and files related to personnel and assigned activities.
10. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information; provide oral and written translation and interpretation in a designated second language as needed.
11. Develop and prepare the budget for the Title V HSI Project; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations; coordinate with USDOE and Business Services on fiscal, compliance and reporting of expenditures related to project goals and objectives.

**KNOWLEDGE OF:**

1. Grants management, outreach and recruitment.
2. Proven research and evidence-based best practices when working with targeted populations.
3. Program development and evaluation.
4. Familiarity with degree completion and transfer requirements.
5. Retention strategies, peer learning, cohort models, accelerated or concurrent courses, supplemental instruction.
6. Educational software programs that support student services, academic planning and student success.
7. Budget preparation and control.
8. Oral and written communication skills.
9. Principles and practices of administration, supervision and training.
10. Applicable laws, codes, regulations, policies and procedures.
11. Interpersonal skills using tact, patience and courtesy.
12. Operation of a computer and assigned software.

**ABILITY TO:**

1. Effectively train, supervise and evaluate the performance of assigned staff.
2. Communicate effectively both orally and in writing in English and a designated second language.
3. Establish and maintain cooperative and effective working relationships with others.
4. Operate a computer and assigned office equipment.
5. Analyze situations accurately and adopt an effective course of action.
6. Meet schedules and time lines.
7. Work independently with little direction.
8. Plan and organize work.
9. Direct the maintenance of a variety of reports, records and files related to assigned activities.
10. 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:**

Master's degree in education, counseling or related field.

**EXPERIENCE:**

Increasingly responsible professional experience in academic and student services including development, implementation and/or management of a grant management, grant writing and budget oversight in higher education.