



TITLE: Director, Science, Technology, Engineering & Mathematics (STEM) Student Success Programs

CLASSIFICATION: Management Team – Classified Supervisor (Categorically Funded)

SALARY RANGE: 22

SCOPE OF POSITION:

Under the direction of the Dean, Science, Technology, Engineering & Mathematics (STEM), the Director of STEM Student Success Programs is responsible for the planning, development, implementation, and administration of the federal Department of Education's Hispanic-Serving Institutions – Science, Technology, Engineering, and Mathematics (HSI-STEM) grant, the California Community College Chancellor's Office Mathematics, Engineering and Science Achievement (MESA) program, and other District initiatives that support the academic and professional development of transfer STEM and Health Science students. This position manages data submission, evaluation, budget monitoring, and reporting for each program, and is responsible for guiding student success outcomes to increase STEM degree attainment for Hispanic, low-income, and first-generation students.

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. Ensure the coordination and delivery of assigned program activities in accordance with delineated goals, objectives, and measurable outcomes; serves as the Director of the MESA Community College program; provide District-wide leadership to ensure faculty and staff understand and adhere to policies and regulations governing the programs, California Education Code, and categorical and grant funded initiatives.
2. Conduct community and college outreach to identify, recruit, and enroll qualified students for the MESA Community College Program and STEM Transfer programs; assist staff in directing outreach and summer enrichment efforts for assigned Health Sciences programs.
3. Train, assist, and provide leadership of assigned staff; supervise and evaluate the performance of MESA assigned project coordinator; provide administrative oversight of Health Sciences student success coordinator, MESA Student Center, and STEM student success centers; collaborates with various departments and external agencies to advocate for student equity and promote institutional efforts to improve the academic success and program completion of STEM transfer and Health Sciences students.
4. Apply program and technical expertise, information and assistance to the Dean regarding assigned functions; assist in the formulation and development of policies, procedures and related District programs and project activities.
5. Collaborate with Student Services in the planning and conducting of outreach activities, encouraging K-12 students to continue their education in math and science disciplines and to enroll at Santa Rosa Junior College.
6. Develop and prepare budgets for all programs; analyzes and reviews budgetary and financial data; oversees the financial management of the MESA Community College Program; authorize expenditures according to established guidelines; align program planning, outcomes, and budgets through the implementation of program review. Submits budget to Dean for final review.
7. Oversee communication with faculty, staff, students and external organizations to manage assigned activities and programs, resolves issues, and exchanges information for assigned areas.

KEY DUTIES AND RESPONSIBILITIES – Continued

8. Coordinate with Informational Technology for term submission of MIS SGO5 reporting to the Chancellor's Office. Provide technical, statistical, assessment, and information support to the Dean and the Office of Institutional Research for assigned programs, District-wide initiatives, special programs that align with STEM transfer and Health Sciences student success; direct the preparation and maintenance of a variety of narrative and statistical communication platforms and reports related findings to personnel of assigned programs.
9. Monitor STEM articulation agreements with 4-year colleges and universities; coordinates with Articulation for course reviews as needed to optimize transfer eligibility of STEM majors.
10. Research and collaborate in the development and submission of District-wide STEM grants and funding proposals.
11. Conduct an active, visible marketing program in cooperation with the District's Public Relations Office.
12. Direct the preparation and maintenance of narrative and statistical reports and records related to personnel and assigned activities; prepare program mid-year and annual financial reports; complete the District's Program and Resource Planning Process and reports on grant outcomes.

KNOWLEDGE OF:

1. Applicable laws, codes, regulations, policies and procedures.
2. Research methods to support program development, evidence-based practice, and the designing of outreach presentations for community college transfer students, STEM Transfer and Health Sciences students; evaluation and statistical methodology for preparation of research and reports.
3. Oral and written communication skills.
4. Principles and practices of administration, supervision, evaluation, and training.
5. Program design, implementation, and assessment processes.
6. Principles and best practices for community college student academic success, development, advising, and group facilitation.
7. Budget preparation and control.
8. Standard management practices and principles for supervising classified and student employees and utilizing faculty expertise for specific projects.
9. Evaluation and statistical methodology for preparation of research and reports.
10. Current research evidence of best practices to support the academic and development of community college transfer students, STEM Transfer and Health Science students.

ABILITY TO:

1. Envision, develop, and maintain short and long-term strategic community college transfer, STEM, and Health Sciences initiatives.
2. Establish and maintain professional and collaborative working relationships with members of a diverse community including student, staff, faculty, and the community.
3. Direct, create, plan, implement, and evaluate multiple projects to meet program and outreach objectives.

ABILITY TO – Continue

4. Develop data collection systems to comply with Chancellor's Office and Department of Education Office reporting requirements.
5. Facilitate the delivery of academic services to students aimed at improving academic, study, test-taking and other skills in math-based fields.
6. Manage program budgets.
7. Train and evaluate the performance of assigned staff.
8. Communicate effectively both orally and in writing.
9. Interpret, apply and explain rules, regulations, policies and procedures.
10. Establish and maintain cooperative and effective working relationships with others.
11. Analyze situations accurately and adopt an effective course of action.
12. Meet schedules and time lines.
13. Work independently with little direction.
14. Prepare comprehensive narrative and statistical reports.
15. Demonstrate sensitivity to, and respect for, a diverse population

MINIMUM 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 Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Master's Degree in STEM discipline, higher education administration, student development, social work, counseling or related discipline.

Experience:

Significant administrative leadership in higher education, with an emphasis on managing academic and student service, retention, and equity programs. Experience in overseeing federal and state funded grants. Large federal grant management experience in Institutes of Higher Education. At least three years of full-time academic and student services work experience including development, implementation and/or management of programs with an emphasis on Latino, disadvantaged, first-generation college students. Large federal grant management experience with budget development and oversight responsibility.