

TITLE: Director, Hispanic Serving Institution (HSI) Grant Initiatives

CLASSIFICATION: Management Team – Classified Administrator

SALARY RANGE: 22

SCOPE OF POSITION:

Under the direction of the Vice President of Academic Affairs, will plan, oversee the implementation of, and evaluate the Title V HSI 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 the federal U.S. Department of Education mandates and institutional equity goals; train, supervise and evaluate the performance of assigned staff. Will also support the District's mission, vision and goals by managing, directing and implementing assigned strategic initiatives that are cross-divisional in nature and that align with institutional goals and priorities.

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, support outreach efforts with local school districts to increase the access, retention and transfer of Latinx, underrepresented, and/or low-income students. Perform other grant management duties. Provide updates to the VPAA regarding the management and coordination of strategic HSI initiatives and special projects in support of the District's mission, vision, and goals.
2. Coordinate HSI initiatives work and coordinate efforts to develop, implement, and track projects related to SRJC's HSI initiatives. Collaborate with leadership to articulate and implement continuous improvement and data-driven decision making related to assigned initiatives.
3. Train, supervise, and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions.
4. Manage complex grant related projects including developing and maintaining project timelines, conduct research, perform analyses, produce reports, and provide recommendations.
5. Define project success criteria and disseminate to the involved parties throughout the project life cycle. Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion. Manage changes in project scope, identify potential risks, and devise mitigation and contingency plans. Develop and deliver proposals, required documentation, status reports, and presentations.
6. Oversee the coordination of discipline-specific services to students who participate in program activities; coordinate the functions of the technology and research components of the grant, including project evaluation.
7. Develop and prepare the HSI grant budget; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations. Coordinate with U.S. Department of Education and District Finance and Administrative Services on fiscal compliance and reporting of expenditures related to project goals and objectives.
8. Collaborate with the Office of Institutional Effectiveness, Research and Planning to acquire data needed to evaluate the impact of grant activities, the preparation and maintenance of narrative and statistical reports, records and files related to personnel and assigned activities.

KEY DUTIES AND RESPONSIBILITIES – Continued

9. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
10. Develop, collaborate, and create connections with other District initiatives that support current and potential students such as other federal HSI initiatives and state Student Equity programs.
11. Participate in broad, equity-based, student success initiatives and student resource programs designed to support organizational transformation and improvement, as assigned
12. District representative with external organizations supporting HSI initiatives (e.g. HACU) as related to the scope of grant.
13. Contribute to discussions regarding District policies and procedures pertaining to HSI programs and student populations to inform institutional effectiveness.
14. Ensure grant and program compliance with U.S. Department of Education regulations governing HSI grants.

KNOWLEDGE OF:

1. Principles and practices of supporting a diverse, equitable, inclusive, antiracist, and accessible academic and work environment.
2. Leadership and managerial principles.
3. Federal grants management, outreach and recruitment.
4. Budget preparation and control.
5. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
6. Business best practices and time management techniques.
7. Various office equipment operations, including computers and peripheral equipment.
8. Higher education practices, with a focus on current practices in community colleges.
9. Federal state and local regulations, including Title 5, Education Code, California regulatory agencies, accreditation, and collective bargaining.
10. Project management and organizational process skills.
11. Techniques in planning and executing operational plans, managing projects and /or programs, budgeting, and cost control.
12. Applicable laws, codes, regulations, policies and procedures.
13. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Provide judgment, diplomacy, and understanding of assigned areas.
2. Serve as a communicator and HSI leader and communicate HSI Initiatives to the college and community. Communicate with a wide range of contacts internally and externally with tact, diplomacy and courtesy, and in a manner that reflects positively on the District.
3. Analyze situations, make informed decisions and adopt an effective course of action in a timely manner while assessing the risks and benefits of alternatives and long and short term impacts.

ABILITY TO – Continued

4. Learn, interpret, and apply knowledge of the District's functions, policies, procedures, rules, regulations, goals, and objectives.
5. Plan, organize, and prioritize work to meet schedules and timelines in a fast-paced environment.
6. Adapt and be flexible and prioritize projects.
7. Direct programs, staff and cross-functional teams in an efficient and effective manner.
8. Motivate and encourage others to work constructively and cooperatively to achieve and sustain a student and mission-centered environment; coordinate work performed by others.
9. Manage situations, create innovative solutions to challenging problems, recommend potential solutions and implement decisions in a timely manner.
10. Establish and maintain effective and harmonious relations with students, faculty, staff, administrators, executive leadership, the board of trustees and the public, while developing support for HSI grant initiatives.
11. Effectively train, supervise and evaluate the performance of assigned staff.
12. Compile, prepare, direct the preparation of and maintain records reports, records and files related to assigned activities.
13. 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 required.

Experience:

Minimum one-year administrative experience in higher education. Prior responsibility for grants from various federal, state, and non-profit agencies, and knowledge of regulations and federal bureaucracies. Experience in managing budgets, participating in program audits and accreditations, evaluating programs, hiring staff and supervision, purchasing equipment, and managing instructional development. Significant experience in organizational leadership or project management in a college environment. Some teaching experience in an educational setting is preferred.