

TITLE: Manager, Hispanic Serving Institution (HSI) STEM Grant

CLASSIFICATION: Management Team – Classified Supervisor – Categorically Funded

SALARY RANGE: 18

SCOPE OF POSITION:

Under the direction of the Dean of Science, Technology, Engineering, Agriculture/Natural Resources, and Mathematics, and Dean of Health Sciences, plan, oversee implementation of, and evaluate the Title III/F HSI STEM 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.

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 Latinx, under-represented, and/or low-income students in STEM and Health Science fields; 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. Provide training on budgetary regulations and program components of the grant; collaboratively lead changes through team self-assessment and communicate expectations to staff.
4. 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.
5. 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; provide guidance and progress reports for internal and external program assessments, audits, and reviews.
6. Collaborate with STEM and Health Science faculty and 4-year transfer institutions and professional schools to develop new articulation pathways and partnerships to assist with matriculation and retention of students.
7. Provide technical expertise, information and assistance to the Vice President of Academic Affairs and Deans regarding assigned functions; assist in the formulation and development of policies, procedures, and programs.
8. Plan, organize, and implement long and short-term STEM and Health Science-focused 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.

KEY DUTIES AND RESPONSIBILITIES – Continued

11. Develop and prepare the budget for the Title III/F HSI STEM Project; 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.
12. Collaborate with the District Office of Institutional Effectiveness, Research, and Planning to acquire data needed to evaluate the impact of grant activities and analyze data for reports, presentations, and evaluations.
13. 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.
14. Ensure grant and program compliance with U.S. Department of Education regulations governing HSI STEM grants.

KNOWLEDGE OF:

1. Principles and practices of supporting a diverse, equitable, inclusive, antiracist, and accessible academic and work environment.
2. Grants management, outreach and recruitment.
3. Proven research and evidence-based best practices when working with targeted populations.
4. Program development and evaluation.
5. Familiarity with degree completion and transfer requirements.
6. Retention strategies, peer learning, cohort models, accelerated or concurrent courses, supplemental instruction.
7. Educational software programs that support student services, academic planning and student success.
8. Budget preparation and control.
9. Oral and written communication skills.
10. Principles and practices of administration, supervision and training.
11. Applicable laws, codes, regulations, policies and procedures.
12. Interpersonal skills using tact, patience and courtesy.
13. 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.
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 timelines.
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.

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 Education, or related field, from an accredited institution of higher education.

Experience:

Increasingly responsible experience in an educational environment including development, implementation and/or management of grants, grant writing, and budget oversight in statewide or national STEM or Health Science student success initiatives that support disadvantaged populations, with an emphasis on Latinx and/or first-generation college students.