

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **DIRECTOR, TITLE V PROJECT**

#### **BASIC FUNCTION**

The Director, Title V Project, is an Educational Administrator as designated by the Board of Trustees of the Desert Community College District. The Director is charged by the Board of Trustees with the satisfactory implementation of Board policy and district or college procedures as applicable to the position. In addition, the Director is expected to make appropriate recommendations for modifications, additions or deletions in policy and/or through the appropriate authority.

Under the direct supervision of the Vice President of Academic Affairs, the Project Director is responsible for the leadership necessary to establish, implement, manage, report, maintain, coordinate, and analyze all aspects of the objectives of the Title V project. This will include making decisions and recommendations related to implementing the goals of the grant; assisting in the hiring of project staff; coordinating the activities of both campuses; working closely with administrators, faculty, staff and consultants; developing and submitting reports to the US Department of Education; and serving on strategic administrative committees. This position will oversee the activities of faculty and classified employees, as defined by the project, in performing the work in a timely and productive manner.

#### **POSITION**

This is a full-time Academic Administrator position that is responsible for coordinating the successful implementation of a Title V Cooperative grant awarded to College of the Desert in partnership with the Palm Desert Campus (PDC) of California State University, San Bernardino. The grant has three principal components. The first, mostly under the supervision of PDC, will focus on providing counseling/advising and academic support services to assist more students to transfer from a community college to a university, to succeed at the university level and to graduate in a timely manner. The second component will create a Faculty Development Center to assist faculty and related staff to develop more appropriate strategies and methodologies in and out of the classroom to increase student learning and success. This grant will address the question: How can each institution most effectively engage faculty and staff in new teaching and learning strategies, as well as effective advising techniques that lead to specifically defined student learning outcomes. The third component will aim at developing improved mechanisms for increasing support and funding for both institutions. In addition, this grant commits 20% of these grant funds, half to each institution, to provide a financial aid endowment to foster university transfer and graduation. Continuation of this position is contingent upon grant funding.

#### **REPRESENTATIVE DUTIES**

1. Serves as the administrator of the project, providing leadership and oversight on all Title V grant components at the COD and PDC campuses. *E*
2. Provides guidelines and direction in relation to the project with special focus on faculty and staff development. *E*
3. Directly supervises all employees related to the project, including continual review and evaluation of employee progress toward all projects. *E*
4. Serves as Title V liaison between project participants and College and University administrations. *E*
5. Manages the project budget and provides regular fiscal activity reports to the Vice President of Academic Affairs and other administrators in a timely and efficient manner. *E*

6. Administers policies and procedures in collaboration with appropriate administrators in order to maintain appropriate record keeping and ensure that the project is meeting accurate reporting requirements. *E*
7. Facilitates maximum utilization of resources and personnel to reach objectives effectively. *E*
8. Monitors and evaluates progress of Title V components and their impact on the institutions. *E*
9. Maintains positive working relationships with Program Officer in Washington D.C. *E*
10. Maintains current knowledge of Title V policies, rules and regulations. Includes development of project manual and detailed implementation timelines. *E*
11. Establishes and maintains adequate information and training to the college and university communities in programs developed. *E*
12. Perform other duties as assigned.

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Community Colleges; district policies and procedures; the mission and student population of California Community Colleges and the Coachella Valley; student development; methods of research and assessment; methods and practices of fund raising and development; resources and services that can benefit students from traditionally disadvantaged backgrounds; current practices in faculty and staff professional development; interpersonal skills including tact, patience, and diplomacy.

**Ability to:** Work with internal and external participant in building and maintaining positive relationships; develop and manage a program budget; lead faculty and staff in staff development and training to improve student success; prepare and submit reports to supervisors and reporting agencies; utilize computer technology and appropriate software programs; communicate effectively both orally and in writing; demonstrate an understanding and sensitivity to the needs of diverse students, especially those from traditionally disadvantaged backgrounds. The ability to speak Spanish is strongly desired.

### **MINIMUM QUALIFICATIONS:**

The Desert Community College District has established the following hiring criteria for all educational administrative positions. Minimum qualifications for service as an educational administrator shall be both of the following in accordance with Title 5 section 53420:

- Possession of a master's degree; and
- One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

### **DESIRABLE QUALIFICATION**

Strong expertise in the teaching/learning environment. Five (5) years of progressively responsible management experience required in higher education, preferably with similar programs, including demonstrated experience in training and supervision of employees. Strong background in report writing, formal communications and budget management. Strong interpersonal skills. Demonstrated experience in facilitating and collaborating work across college divisions and departments.

### **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license, must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

### **WORKING CONDITIONS**

Office environment. Constant interruptions. Requires some evening and weekend responsibilities.

E= Essential Functions

Leadership Salary Schedule VII  
Approved 5/20/11