



POSITION DESCRIPTION

Director of Institute for Completion and Grant Development/Oversight

PositionDirector of Institute for Completion and Grant Development/Oversight
Department/Site.....Academic Affairs
FLSA.....Exempt
Evaluated byVice President of Academic Affairs
Salary RangeM-61

General Description

Under the direction and supervision of the Vice President of Academic Affairs, the Director of the Institute for Completion and Grant Development/Oversight is responsible for the management, development and coordination of the Institute for Completion, and the development and oversight of grants.

This is a 12-month academic management position.

Essential Duties and Responsibilities

- Develop and lead the Institute for Completion including supervising all assigned employees.
- Identify and work toward resolving barriers to student success for disproportionately impacted students.
- Develop, collaborate, and implement student success and completion programs and activities.
- Review existing college regulations and policies and their impact on student success.
- Collaborate with student equity initiatives.
- Prepare and monitor budgets.
- Creates an atmosphere of collegiality and supports the goal of participatory governance.
- Work with the deans to develop, plan and coordinate the development and implementation of grants.
- Implement and manage grant activities.
- Monitor grant activities for compliance, timelines and outcomes.
- Approve grant expenditures.
- Supervise staff assigned to grants.
- Coordinate activities with the Title 5 STEM program office.
- Work with the Vice President of Student Services, Vice President of Academic Affairs, and Superintendent/President to scale up successful programs and practices.
- Provide professional development opportunities for faculty and staff.
- Collaborate with the Foundation and grant writers to identify and pursue sources of funding for ongoing Institute for Completion and student success efforts.
- Seek ways to use technology to create, implement, and follow up on student success efforts.
- Work closely with the Office of Institutional Research, Planning and Effectiveness to identify and review data needed for new funding requests, grant and program evaluation and reporting, and outcomes of student success initiatives including the Student Equity Plan.
- Collaborate with External Relations to create a transparent and user-friendly method to promote success strategies and attainment of Institute for Completion goals.



POSITION DESCRIPTION

Director of Institute for Completion and Grant Development/Oversight

- Initiate changes to policies and procedures that hinder student success.
- Collaborate with faculty, students, staff, and managers to implement or update curriculum, policies, and procedures that promote student success.
- Perform other duties as assigned that support the overall objectives of the position and the District's mission and philosophy.

Minimum Qualifications

- Possession of a master's degree.
- One year of leadership experience reasonably related to this management assignment.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex academic department responsible for implementation of state and federal regulations.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.