



POSITION DESCRIPTION

Director of Student Equity and Success Programs

Position.....Director of Student Equity and Success Programs
Department/Site.....Counseling Program and Services
FLSA.....Exempt
Evaluated by.....Dean of Counseling Programs and Services
Salary Range.....M-33

General Description

Under the direction of the Dean of Counseling Programs and Services, the Director of Student Equity and Success Programs provides direct management of the Student Equity and Achievement program, and related projects and initiatives designed to advance student success outcomes such as access, persistence, graduation, and the elimination of equity gaps for disproportionately impacted student communities.

This is a 12-month academic management position.

Essential Duties and Responsibilities

- Develops and implements college-wide plans related to student equity and/or student success.
- Plans, organizes, and co-chairs the Student Equity and Achievement Program Committee meetings.
- Works collaboratively with faculty and staff to establish and implement a vision for the College's student equity plans, as well as ensuring that Guided Pathways efforts are aligned with an equity-minded perspective and vision.
- Coordinates Student Equity and Success programs and activities outlined in the student equity plan and in concert with other college-wide efforts such as Guided Pathways.
- Manages assigned student equity and success programs and learning communities including, but not limited to, the Black Scholars Program, Rising Scholars Program, and related programs designed to strengthen equity and success outcomes for disproportionately impacted students.
- Collaborates closely with the Director of Diversity, Equity, and Inclusion, as well as student/academic support programs, to implement equity-minded services and strengthening community engagement on campus by developing and implementing multicultural activities and celebrations.
- Collaborates with the Dean of Counseling Programs and Services to coordinate student equity and success projects involving faculty and staff.
- Assists college programs and services to advance college equity initiatives, diversity objectives, and successful goal completion for various student communities.
- Works collaboratively with Institutional Research, Planning and Effectiveness to analyze student success data and identify future goals and strategies to enhance student equity outcomes in alignment with other institutional planning efforts.
- Provides leadership to nurture an environment that values diversity, equity, inclusion, anti-racism, accessibility, and accountability for employees and students alike.
- Prepares and submits relevant annual and mid-term reports, program plans, and expenditures to the California Community College Chancellor's Office.
- Prepares oral, written, and electronic reports and presentations.
- Reviews, revises, interprets, and implements Board Policies and Procedures related to student equity to ensure compliance with governmental regulations and Chancellor's Office guidelines.

- Manages budgets for all assigned programs and oversees the development, coordination, and monitoring of the Student Equity and Achievement Program budget.
- Oversees the hiring, supervision, evaluation, and training for all assigned staff.
- Maintains active participation in campus life by attending College and community events and activities related to the assignment, as well as serving on committees, work groups and task forces.
- Interacts with students, faculty, staff, and members of the community with collegiality, professionalism, and respect.
- Works with community partners to meet the student equity activities and represent the District.
- Maintains confidential and accurate records and files.
- Attends regional meetings and conferences related to student equity and success.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Minimum Qualifications

- Possession of a master's degree or the equivalent.
- Three (3) years of full-time experience working with diverse populations including leadership related to student equity, counseling, and student support services.
- Evidence of ability to communicate effectively with a diverse population.
- 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 department responsible for implementation of state and federal regulations.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, disability, gender, gender identity, sexual orientation, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.